MGVCL
An ISO 9001:2015 Certified Company
MADHYA GUJARAT VIJ COMPANY LIMITED
Registered Office: Sardar Patel Vidyut Bhavan, Race Course, Vadodara 390007.
Tel.No : (0265) 2310582-86 – Fax No : (0265) 2337918 / 2338164
Web Site : www.mgvcl.com E-mail : mgvcl@gebmail.com
CIN: U40102GJ2003SGC042907

ADVERTISEMENT No. AO/06/2022

INVITES

APPLICATIONS FOR THE POST OF ACCOUNTS OFFICER

Madhya Gujarat Vij Company Limited is a Power Distribution Company of erstwhile Gujarat Electricity Board having Offices at different locations in Central Gujarat. MGVCL offers a challenging and rewarding career to young and dynamic candidates.

IMPORTANT DATES

Date of Advertisement	**18.05.2022**
Start Date and Time of Registration	**18.05.2022 10.30 AM**
Last Date and Time of Registration	**07.06.2022 06.00 PM**

APPLICATIONS ARE INVITED FOR THE POST OF ACCOUNTS OFFICER UNDER MGVCL FROM THE ELIGIBLE CANDIDATES:

01	**Job Title**	**ACCOUNTS OFFICER**
02	**Required Qualification**	• CA/ICWA with minimum 55%.
03	**Job Profile**	• Supervision and handling Company Accounts; • Internal Audit; • Statutory Audit; • Government Audit; • Banking & Funds Operations; • Revenue Accounting & Activities incidental to revenue monitoring; • Budgets; • Annual Plan; • Business Plan; • GERC Compliances; • Taxation matters; • To carry out Finance & Accounts functions as per rules & procedures under various statutory Finance Laws and Cost Accounting Practices; • Any other work assigned by the superior

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04	**Required Experience**	• Should possess minimum 2 (two) years relevant experience after obtaining minimum qualification.
05	**Required Skills**	• The candidate should possess good coordinating skill. • Knowledge of accounting method. • Liaisoning with Govt. Authorities. • Good command over English. • Knowledge of computer operation.
06	**Pay Scale**	• Minimum in Pay scale of Rs. 58,500-1,15,800/- plus DA, HRA, CLA, Medical, LTC, etc. as per Company's Rules.
07	**Age Criteria**	• **Maximum 31 years as on date of advertisement i.e. Date:18.05.2022 (one year of relaxation in upper age limit is given to candidates in view of GUVNL Circular No. GUVNL/HR/1687 dtd. 25.11.2021.)**
08	**Relaxation in upper age limit to other categories shall be given as under**	
Category		**Relaxation**
(I)	Female Candidate	05 Years
(II)	Persons with Disabilities	• 10 Years Suitable disability for the post : • Low Vision (40-70)% (LV), Hard of Hearing (40-70)% (HH), One Arm (OA), One Leg (OL), One Arm One Leg (OAL), Dwarfism (D), Leprosy Cured (LC), Acid Attack Victim (AAV) and Specific Learning Disability (SLD). • As per prevailing rules of the Company and Govt. of Gujarat, candidates having 40% and above disability shall be considered PWD in categories stated above.
(III)	Ex. Armed force Personnel	10 Years
(IV)	Dependent of Retired Employee of MGVCL	Up to age of 40 years (will be Considered only on submission of undertaking)

- Maximum age relaxation in upper age limit shall be considered up to the age of 45 years only.
- Age relaxation will be considered for Departmental Candidates.
- The above age criteria are as per the "**Yuva Swavlamban Scheme**" of Govt. of Gujarat.

09. <u>Vacancies:</u>

There are two vacancies in the cadre of Accounts Officer and the same are to be filled up through unreserved candidates.

The stated vacancies with roster position are probable and the actual vacancies and roster position may vary. Actual vacancies and subsequent vacancies are subject to promotions, retirement, separation on any other account, sanction, abolition of post,

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compassionate appointments etc. In case if departmental candidates are available for promotion to the post of Accounts Officer, then they shall have first lien on the post of Accounts Officer and they shall be given preference for filling up the vacant post of Accounts Officer at the time of filling up the post. No candidate shall claim a right based on the above stated vacancies/roster position.

State Government policy for reservation of women & Domicile shall be followed.

10. Fees (Non-Refundable): (only online payment will be accepted)

Fees (Non-refundable)	**Rs.500.00/- (including GST)** • Candidate has to pay application **fees On-line through Credit Card / Debit Card / Net Banking.** • Bank charges shall be borne by candidate. • Application fee once paid shall not be refunded or shall not be adjusted in any subsequent Recruitment Process, under any circumstances. • No other mode of payment i.e., Demand Draft, Money Order, Postal Order, Cheque etc. is acceptable.

GENERAL TERMS AND CONDITIONS

The Candidates are requested to carefully read the terms and conditions stated below:

01. Candidates are required to submit **ONLINE APPLICATION** only.

02. The candidates shortlisted for Online test/Written test on basis of their "on line applications" shall not be required to submit photocopies of all the relevant certificate at present and the same shall be submitted along with original certificates for verification as and when required.

03. The Management reserves the right to short-list, select and reject any candidates for Written Test/Online test/Personal Interview as the case may be for selection.

04. The Management reserves the right to cancel the Selection List / Waiting List at any time at its sole discretion, without assigning any reasons thereof.

05. Filling up of the post is at the discretion of Management based on suitability of candidates. The management in all matters relating to eligibility, acceptance or rejection of the application made, shall be final and management will not entertain any enquiry or correspondence in this regard.

06. For PWD candidates, Low Vision (40-70)% (LV), Hard of Hearing (40-70)% (HH), One Arm (OA), One Leg (OL), One Arm One Leg (OAL), Dwarfism (D), Leprosy Cured (LC), Acid Attack Victim (AAV) and Specific Learning Disability (SLD) can apply and shall have to submit Certificate of Civil Surgeon/Government Designated Authority, indicating existing Percentage of disability. Their applications shall be considered as per rules of the Company. As per prevailing rules of the Company and Government of Gujarat, candidates having 40% and above disability shall be considered PWD in categories stated above.

07. The candidates who have been given grades in their result (graduation) shall have to submit a certificate issued by their University/Institute specifying percentage equivalent to the grades obtained by them along with decimals.

08. Minimum 60% of representation in selection will be of local resident of Gujarat State as per GR dtd. 31.03.1995. Candidate shall have to submit the Domicile Certificate of being resident of Gujarat State if he/she claims appointment under 60% quota.

09. Mere submission of online application does not guarantee the adequacy of candidature for being considered for the further selection process.

10. The question paper for the exam shall be consisting of 100 questions and the paper shall be of 100 marks. There shall be negative marking system and 1/4th mark for each wrong answer shall be deducted to arrive at total marks scored.

11. In case of Written Test examination, the evaluation of the OMR Sheets of the written test shall be evaluated on computer, as per entries made in OMR Sheets by the Candidates. As the evaluation done on the Computer by scanning thereby eliminating manual evaluation, rechecking or inspection of OMR Sheets, subsequent to written test, will not be entertained by the Company.

12. In case of Online Test examination, if the applications are received in large number, then examination may be held in multiple batches and candidates' scores should be as per normalization methodology before result declaration.

13. As per GSO-3, the minimum eligibility cut off marks for selection will be 50. However, the selection will be made purely on the basis of merit considering available vacancies and reservation rules.

14. While preparing selection list, if two or more candidates found with equal marks in Exam, they will be kept in merit according to their date of birth i.e. older will be kept in priority to younger and if the date of birth is also found same, then they will be kept in priority according to alphabet seniority of name. The Selection List as and when required as per the vacancy position shall be drawn from result published. The result published shall be valid for the period of one year from the date of publication.

15. In case of name or caste differ due to marriage or any other reason in educational certificates; then attach the copy of Gazette for transfer of name or caste, failing which, the candidature for the further process will be rejected.

16. No travelling fare will be paid to any candidates for attending the Written Test/Online Test/Personal Interview as the case may be.

17. The selection procedure shall comprise of Written Test/ Online Test / Personal Interview as per provisions of GUVNL Circular dtd. 07.12.2018.

18. The candidates working in Government / Semi Government or PSU Organization shall have to produce "**NO OBJECTION CERTIFICATE**" from the concerned organization at the time of Written Test as the case may be, failing which, their candidature will be disqualified.

19. The syllabus for selection for the post of **Accounts Officer** in MGVCL:

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Sr. No.	Description	Weightage
1.	Final accounts of the Company under Schedule III of Companies Act 2013 and applicability of Indian Accounting Standards issued by the Institute of Chartered Accountants of India	20 Marks
2.	Various Audits like Internal Audit, Statutory Audit, C&AG Audit, Cost Audit and Tax Audit	10 Marks
3.	Bank Reconciliation Statements, Stock Reconciliation and Debtor Reconciliation, Vendor Reconciliation, etc.	05 Marks
4.	Passing of various claims like Supplier Bills/ Claims	05 Marks
5.	Applicability of Taxes like Income Tax (TDS), Corporate Taxation, Goods and Service Tax (GST).	10 Marks
6.	Various Laws like Provident Fund, ESIS, EDLI, Contract Act, Companies Act 2013, The Electricity Act, Workmen Welfare Cess, Negotiable Instrument Act.	10 Marks
7.	Financial management including various fund arrangements like Cash Credit, Long Term Loans, Short Term Loans proposal, Deferred Payment Guarantee, Letter of Credit, Bank Guarantee and Fund management.	05 Marks
8.	Project Management (Evaluation of project as per various methods like payback, ARR, IRR, NPV etc)	05 Marks
9.	Costing and Cost Accounting Records	05 Marks
10.	Budget and Budgetary Control, Variance Analysis, Types of Budget like Cash/Sales/Purchase/Flexible etc.	10 Marks
11.	GERC Tariff Regulation, Supply Code etc.	05 Marks
12.	Knowledge of MS Excel, MS Word, MS PowerPoint and Accounting software like Tally etc.	10 Marks
	Total	**100 Marks**

20. Candidates are requested to apply Online only, if they are fulfilling requisite criteria. Since, we are not seeking all the documents at the time of application submission written test/online test; candidate has to doubly ensure that he/she fulfil all the requisite criteria. All the documents of selected Candidates shall be verified at appropriate stage and if found not fulfilling any criteria, his/her candidature shall be cancelled immediately and his/her shortlisting in selection list shall not be a ground for claiming employment/ recruitment.

21. Candidates are requested to visit on **www.mgvcl.com/career** for regular updates regarding schedule of test and other relevant notifications.

22. In case of selection, the candidates have to fulfil the requisite physical fitness standards as per company's rules.

23. **Applicant who has completed the Task No. : - 07 (i.e. "Online payment of Recruitment fees") of Online Application process shall only be considered for further selection process. Candidates whose online payments were successful will be considered eligible for further process.**

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24. Interested candidates meeting above criteria may apply "on line" **and complete all the tasks as mentioned in online registration portal** on **or before 07.06.2022 before 06.00 P.M.**
25. Application received after closing date and time shall not be accepted under any circumstances.
26. Canvassing in any form shall debar the candidate from selection.
27. In case a candidate has claimed charge back of application fees after successful payment of application fees, their candidature shall not be considered valid and they shall not be called for selection process.

Help Desk

For any query, you may contact on our **Help Desk No. 0265-2340114** which will be available between 10 am and 6 pm on working days. You may also send an E-mail for your query on **supporthr.mgvcl@gebmail.com.**

Documents to be produced as and when required by the Company i.e. after written/online examination/personal interview or whenever asked from the applicant.

Attested copy of:

01. Online application form along with two recent passport size photographs affixed on the space provided on the application form.
02. Resume/ Curriculum Vitae.
03. School Leaving Certificate
04. Copy of all marksheets of CA/ICWA.
05. Degree Certificate.
06. Valid Caste (Roster Category) Certificate of Reserved category of Gujarat State.
07. Certificate specifying the percentage equivalent to grades (if applicable).
08. In case of Persons with Disabilities Candidates, Valid Certificate of Civil Surgeon required. (showing % of Disability).
09. Experience Certificates and Relieving Letters.
10. NOC from present employer.
11. Domicile certificate.
12. Copy of system generated receipt of online payment of application fees.
13. In case of Ex. Armed force Personnel, necessary certificate should be attached.
14. In case of Dependent of Retired Employee, Relieving Order or Certificate issued to the employee should be attached.
15. Identification Proof (Voter ID/ Pan Card/Aadhar Card/Driving License etc).
16. In case of departmental candidates, copy of appointment order and employee ID card should be attached.
17. Residential Address Proof (Electricity Bill/Telephone Bill/Ration Card, etc).
18. Any Other Certificate/document applicable.

Note: Whenever documents are called from the candidates, submission is to be made by the candidates within stipulated time, failing which, his/her candidature shall be cancelled for the post.

General Manager (HR)

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