

UGVCL is a Power Distribution Company of erstwhile Gujarat Electricity Board having Offices at different locations in Gujarat State. UGVCL offers a challenging and rewarding career to young and dynamic professionals in Power sector.

**APPLICATIONS ARE INVITED FOR THE POST OF DEPUTY SUPERINTENDENT (ACCOUNTS)-ST UNDER UGVCL FROM THE ELIGIBLE ST CATEGORY CANDIDATES ONLY AS FOLLOWS:**

<b>01</b>	<b>Job Title</b>	<b>DEPUTY SUPERINTENDENT (ACCOUNTS)- ST</b>
<b>02</b>	<b>Remuneration</b>	Basic Pay of Rs.35700-82100 plus DA, HRA, CLA, Medical, LTC etc. as per Company's rules.
<b>03</b>	<b>Required Skill</b>	<ul style="list-style-type: none"> <li>- The candidate should possess good coordinating skill.</li> <li>- Knowledge of accounting method.</li> <li>- Liaisoning with Govt. Authorities.</li> <li>- Good command over English.</li> <li>- Knowledge of Computer Operation.</li> </ul>
<b>04</b>	<b>Qualification</b>	- Minimum 55% in CA / CMA / M.Com / MBA (Finance)
<b>05</b>	<b>Job Profile</b>	<ul style="list-style-type: none"> <li>- Maintenance of Books of Accounts.</li> <li>- ERP (Computerized Accounts).</li> <li>- Modules up to finalization of Annual Accounts as per Companies Act, 2013;</li> <li>- Passing / Auditing of Bills of Contractors / Suppliers, Compliance of Taxation Laws, Budgetary Control; &amp;</li> <li>- Any other work assigned by the superior.</li> </ul>
<b>06</b>	<b>Experience</b>	- Should possess Minimum 02 years' relevant experience after obtaining minimum qualification.
<b>07</b>	<b>Age Criteria</b>	<ul style="list-style-type: none"> <li>- Maximum 40 years. (Including Yuva Swavlamban Scheme)</li> <li>- 5 Years Relaxation for women candidates.</li> <li>- Maximum age relaxation in upper age limit shall be considered up to the age of 45 years only.</li> <li>- The upper age limit shall not be applicable in case of departmental candidate.</li> </ul>

**07. VACANCIES:**

At present, there are 09 (6 Male + 3 Female) vacancies under ST category; waiting list shall be valid till one year from announcement of result.

- Actual vacancies and subsequent vacancies are subject to promotions, retirement, separation on any other account, sanction, abolition of post etc. 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.

## 08. Fees (Non-Refundable): (Only online payment will be accepted)

<b>FEES (NON REFUNDABLE)</b>	<b>Rs.250.00.</b> <ul style="list-style-type: none"><li>● Candidate has to pay application fees On-line through Credit Card / Debit Card / Net Banking.</li><li>● Bank charges shall be borne by candidate.</li><li>● Application fee once paid shall not be refunded or shall not be adjusted in any subsequent Recruitment Process, under any circumstances.</li><li>● No other mode of payment i.e., Demand Draft, Money Order, Postal Order, Cheque etc. is acceptable.</li></ul>
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## 09. IMPORTANT DATES:

<b>Start Date and Time of Registration</b>	<b>13/01/2020, 00:00 HRS</b>
<b>Last Date &amp; Time of Registration</b>	<b>02/02/2020, 23:59 HRS</b>

### **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 written test on basis of their “online applications” shall not be required to submit photocopies of all the relevant certificates at present. The photocopies of all the relevant certificates shall be submitted as and when required. Subsequently, the 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 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. The candidates who have been given grades in their result (graduation/post-graduation) shall have to submit a certificate issued by their University/Institute specifying percentage equivalent to the grades obtained by them along with decimals.
07. 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.
08. If the selected candidate working in any company or organization, he/she shall have to produce relieving letter from the previous employer at the time of resuming their duty, failing which, their appointment order shall stand cancelled.
09. Minimum 85% of representation in selection will be of local resident of Gujarat State as per GR dtd.31.03.95. Candidate shall have to submit the Domicile Certificate of being resident of Gujarat State if he/she claims appointment under 85% quota.
10. Mere submission of application does not guarantee the adequacy of candidature for being considered for the further selection process.

11. The tentative syllabus for the written test is also attached herewith.
12. The question paper for the exam may be consisting of 100 questions and the paper shall be of 100 marks. There may be negative marking system and 1/4<sup>th</sup> mark for each wrong answer may be deducted to arrive at total marks scored.
13. In case of Online/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 UGVCL.
14. As per GUVNL GSO-3 the minimum eligibility cut off marks for selection will be 50 and above marks for unreserved candidates and **45 and above for reserved candidates**. However, the selection will be made purely on the basis of merit considering available vacancies and reservation rules.
15. 5% marks (of secured marks in Exam) over and above actual marks secured shall be added in case of Widow Female Candidates. The widow female candidate, if remarried shall not be given advantage of grace of 5 % marks. Further, the widow candidate shall categorically state so and inform if she is remarried with necessary documentary proofs.
16. 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. elder 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.
17. 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.
18. Caste (Reserved Category) Certificate of Gujarat State only will be considered.
19. No travelling fare will be paid to any candidates for attending the Written Test as the case may be.
20. The result of the test shall be published by UGVCL and shall be displayed on Company's website. 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.
21. Candidates are requested to apply only, if they are fulfilling requisite criteria. Since, we are not seeking all the documents at the time of application submission. Candidate has to doubly ensure that he fulfills 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 short listing in selection list shall not be a ground for claiming employment/ recruitment.
22. Candidates are requested to visit on [www.ugvcl.com/careers](http://www.ugvcl.com/careers) for regular updates regarding schedule of test and other relevant notifications.
23. The selected candidates shall be posted in field offices under the jurisdiction of UGVCL. The candidate selected for the post, shall not be transferred from UGVCL to any other Subsidiary Company of GUVNL.

24. In case of selection, the candidates have to fulfill the requisite physical fitness standards as per rules.
25. Any application, even under the R.T.I. Act, seeking any information, will not be entertained till the completion of the entire recruitment process.
26. Applicant is requested to complete all the tasks (i.e. "final submit and confirm application") of online application process shall only be considered for further selection process. (TO BE DECIDED CONSIDERED BY UGVCL ON THE BASIS OF PROVISION IN ONLINE PORTAL).
27. Candidates meeting the above criteria and interested may apply **COMPULSORILY ONLINE.**
28. Canvassing in any form shall debar the candidate from selection.

<b>Help Desk</b>
For any query, you may contact on our Help Desk No. <b>9687656844</b> which will be available <b>between 11:00 am to 5:00 pm on working days</b> . You may also send an E-mail for your query on <a href="mailto:recruitment@ugvcl.com">recruitment@ugvcl.com</a>

### **Documents to be produced as and when required by UGVCL**

Application Format duly filled in with:

1. Online application form along with two recent passport size photographs should be affixed on the application form.
2. Attested copy of
  - ✓ School Leaving Certificate.
  - ✓ Mark sheets of final year of Graduation/or last two Semesters of Graduation Certificate issued by College/University.
  - ✓ Certificate from the institute/ university mentioning percentage marks obtained in case grading system is in place.
  - ✓ Degree Certificate, if available.
3. Caste (ST) Certificate.
4. In case of Ex. Armed force Personnel, necessary certificate should be attached.
5. In case of Widow Applicant, copy of death certificate of the deceased husband should be attached.
6. NOC from present employer (If applicable).
7. Domicile certificate.
8. Online payment receipt.
9. Identification Proof (Voter ID/ Pan Card/Aadhar Card/Driving License etc).
10. Residential Address Proof (Electricity Bill/Telephone Bill/Ration Card, etc).

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

**Addl. General Manager (HR)**

**Tentative syllabus for Written Examination of Deputy Superintendent  
(Accounts) is as under:**

Sr. No.	Description	Weightage
1	Final accounts of the company under Schedule III of companies Act 2013	15 Marks
2	Various Audits like Internal Audit, Statutory Audit, C&AG Office Audit, Cost Audit and Tax Audit	10 Marks
3	Bank Reconciliation Statements, Stock Reconciliation and Debtor Reconciliation, Vendor Reconciliation	05 Marks
4	Passing of Various claims like Supplier Bills / Claims	05 Marks
5	Various Taxes like Income Tax, Goods and Service Tax, Customs Act	10 Marks
6	Various Laws like Provident Fund, ESIS, EDLI, Contract Act, Companies Act 2013, The Electricity Act, Workmen welfare Cess.	10 Marks
7	Financial management including various fund arrangements like CC, Long Term Loans, Short term Loans proposal, Deferred Payment Guarantee, Letter of Credit, Bank Guarantee and Fund management	10 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	10 Marks
10	Budget and Budgetary Control, Types of Budget like Cash/Sales/Purchase/Flexible etc.	10 Marks
11	Indian Accounting Standards issued by The Institute of Chartered Accountants of India	10 Marks
<b>Total</b>		<b>100 Marks</b>