

Recruitment of various posts on Contractual Basis
Vacancy Notice No. 02/2024 dated 28/08/2024

Bharuch Dahej Railway Company Limited (BDRCL) is a Company incorporated as a project specific Special Purpose Vehicle (SPV) in the State of Gujarat for providing Railway Line connectivity under National Rail Vikas Yojna (NRVY) launched by the Ministry of Railways (MoR), Government of India.

The Company invites applications for the following post tabulated below:

| I. | Name of Post | Manager/Assistant Manager -F&A |
|-----------|----------------------------------|---|
| 1. | No. of Post | 1 |
| 2. | Location | 1 – Delhi |
| 3. | Maximum Age | 45 years as on date of vacancy notification. |
| 4. | Educational Qualification | <p>Essential:</p> <ol style="list-style-type: none"> 1. Bachelor's degree from a recognized University 2. Chartered Accountant (should be a member of Institute of Chartered Accountants of India) |
| 5. | Work Experience | <p>Mandatory Experience (Post Qualification):</p> <p>Minimum 01 year – AM Minimum 03 years – Manager In the field of Corporate Accounting/ Finance/ Taxation, book keeping, Advance Tax, TDS, GST, IND-AS.</p> <p>Desirable:</p> <p>Preference shall be given to candidates having experience of working with undertaking and/or PSUs of Railways Sector, Logistics Sector.</p> |
| 6. | Other Skills | <p>Well conversant in latest Computer/IT skills and its applications. Excellent communications skills - Drafting, verbal, presentation, Fluency in English Strong organizational, analytical and interpersonal skills.</p> |
| 7. | Job Profile | <ul style="list-style-type: none"> • Timely Preparation of Quarterly/half yearly/Annual Financial Statements in format prescribed under Companies Act, 2013 along with Significant Accounting Policies and Notes to the Accounts in compliance with the applicable Accounting Standards (IND-AS). • Co-ordination with Banks for Bank Loan related compliances, payments • Co-ordination with Auditors of the Company for Statutory Audit, Internal Audit, Tax Audit, CAG Audit, etc. • Co-ordination with Credit rating agencies • Preparation and submission of all documents as per requirements of Auditors and preparation of replies to Audit observations • Scrutiny of Contractors bills, all Third-party payments, and verifying the Monthly revenue and O&M sheets received from Western Railway. |

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| | | <ul style="list-style-type: none"> Preparation of bank reconciliation statement Responsible for Budgeting, Forecasting & cost control Responsible for all regulatory and statutory compliances related to Accounts/ Finance/ Taxation/ Audit etc. |
| 8. | Nature of Position | Contractual Basis for 1 year, further extendable on performance basis. |
| 9. | Consolidated Emoluments | Rs. 50,000 – 70,000/- per month |

Other Information

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| 1. | Service Conditions | Selected candidate will be initially engaged on contractual basis for a period of one year extendable as per requirement and after performance review. |
| 2. | Selection Process | <p>The applications received by the Company will be shortlisted based upon the eligibility criteria and completeness of the application.</p> <p>The shortlisted candidates will be intimated about the schedule of the interview through notification on email/letter by post.</p> <p>The selection will be through Interview & Personal interaction on the basis of eligibility, experience, qualification & performance during Interview/interaction.</p> <p>Note:</p> <p>a) Mere fulfilling the eligibility terms and conditions/ requirement/qualification will not vest any right on the candidates to be called for Interview.</p> <p>b) BDRCL reserves the right to call only the requisite/limited number of candidates for interview after screening/short-listing with reference to the candidate's qualification, suitability, etc.</p> |
| 3. | How to Apply | <p>Applications for the post to be submitted by eligible and willing candidates in the prescribed format (duly filled and complete in all respect and with all attachments) along with updated CV, to be sent through post only to registered office address of the company i.e. To AGM/HR, 39-42, 3rd Floor, Indra Palace, H-Block, Middle Circle, Connaught Place, New Delhi-110001. Application format attached as Annexure-A.</p> <p>The envelope containing application for the post, should be captioned as “Application for the Post of _____/BDRCL against Vacancy Notice No. – 02/2024 dated 28.08.2024.”</p> <p>Last date of applications is 27-09-2024</p> |
| 4. | General Instructions | <p>a) Before applying for the post, a candidate should ensure that he/she fulfills the eligibility criteria and other requirements specified in this advertisement.</p> <p>b) Application duly filled and signed by the candidate must be sent in prescribed format only with no corrections / alteration / overwriting.</p> <p>c) The candidates should send a self-attested copy of mark sheets/certificates in support of his/her education qualification/post qualification experience indicated in the application form to confirm the candidate's eligibility. Copy</p> |

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| | <p>of a valid Identity Proof (PAN, Aadhaar, Passport, Voter-Id) and valid Address Proof (Aadhaar, Passport, Voter-Id)</p> <p>d) Candidates will have to produce original of all education qualification certificates/ mark sheets, experience certificates, at the time of interview, failing which his/her candidature may be cancelled.</p> <p>e) Applications incomplete in any respect or not in compliance with the above instructions shall be liable for rejection.</p> <p>f) Decision of the Company in all matters related to the said recruitment shall be final and binding on the candidates. The Company shall not entertain in this behalf any correspondence or personal enquiry.</p> <p>g) BDRCL reserves the right to relax age/experience/qualification & other qualifying criteria in deserving cases.</p> <p>h) BDRCL reserves the right to reject any candidate's application without assigning any reason.</p> <p>i) Applications received after last date of receipt, shall not be considered in selection process.</p> |
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BDRCL

PROFORMA

APPLICATION FORM

Post Applied For: _____

1. (a) Name of the Applicant (in full) _____
1. (b) Present or Last Designation held by Applicant (in full) _____
1. c) Organization _____
1. (d) Office Address _____
2. Address for communication _____
3. Telephone No. : Office _____ Residence _____
Fax No. _____ Mobile No. _____
4. E-mail address _____
5. Date of Birth _____
Age as on date of issue of Advertisement _____ Years _____ Months
6. Nationality _____
7. Pay and total annual emoluments drawn in the present / last assignment held: _____
8. Eligibility Criteria :

| | Qualification | Institution | Year |
|---|----------------------|--------------------|-------------|
| Educational / Professional Qualifications (along with the name of Institutions) | | | |
| (a) Graduation | | | |
| (b) Post-graduation | | | |
| (c) Other qualifications | | | |

9. Positions held during the preceding years : (Chronological start with recent one)

Please affix a
self-attested
photograph

| Sl. No. | Designation & Place of Posting | Organization | From | To | Details of relevant work experience and achievements |
|---------|--------------------------------|--------------|------|----|--|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |

10. Certification and Affiliations

| Sl. No. | Particulars of Certification | Certifying Body | Date of Issuance | Date of Validity, if any |
|---------|------------------------------|-----------------|------------------|--------------------------|
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11. Skills

| Sr. No. | Management Skills | Technical Skills |
|---------|-------------------|------------------|
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12. Job Fitness and Strategic Vision (explain your fitness and your strategic vision in 500 words)

13. (a) Whether any punishment awarded to the applicant during the last 4 years

If yes, the details thereof

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|-----|----|
| Yes | No |
|-----|----|

(b) Whether any action or inquiry is going on against him/her as far as his/her knowledge goes
If yes, the details thereof

| | |
|-----|----|
| Yes | No |
|-----|----|

14. Specify the location applying for Delhi / Vadodara / Bharuch

I _____ son/daughter of _____ Resident of _____ certify that the details furnished by me in Cols. 1 to 11 are true and I am eligible for the post.

Date:

(Name & Signature of the applicant)

Note: Please attach self-attested copies of proof of

1. *Date of birth*
2. *Educational Qualification certificates*
3. *Experience Certificate*

(THE INFORMATION RECEIVED WILL BE TREATED AS CONFIDENTIAL)