



## GUJARAT STATE ELECTRICITY CORPORATION LIMITED

VIDYUT BHAVAN, RACE COURSE, VADODARA - 390 007.

CIN: U40100GJ1993SGC019988

Website: [www.gsecl.in](http://www.gsecl.in)

### **RECRUITMENT OF DEPUTY SUPERINTENDENT (ACCOUNTS)**

Gujarat State Electricity Corporation Limited is a Power Generation Company of erstwhile Gujarat Electricity Board having Power Stations at different locations with installed capacity 5541 MW. GSECL offers a challenging and rewarding career to young and dynamic Finance Professionals.

Applications are invited for the post of Deputy Superintendent (Accounts) under Gujarat State Electricity Corporation Limited from the eligible candidates as follows:

<b>Job Title</b>	<b>Deputy Superintendent (Accounts)</b>
<b>Pay Scale</b>	Rs.35700-82100 (Revised) plus other allowances as per Company's rules.
<b>Job Profile</b>	<ul style="list-style-type: none"><li>- Maintenance of Books of Accounts</li><li>- ERP (Computerized Accounts)</li><li>- Modules upto finalization of Annual Accounts as per companies' Act, 1956 and its amendments</li><li>- Passing / Auditing of Bills of Contractors / Suppliers, Compliance of Taxation Laws, Budgetary Control : &amp;</li><li>- Knowledge of computer operation.</li></ul>
<b>Required skill</b>	<ul style="list-style-type: none"><li>- The candidate should possess good coordinating skill</li><li>- Knowledge of Accounting methods</li><li>- Liasoning with Govt. Authorities</li><li>- Good command over English</li><li>- Knowledge of Computer Operations</li></ul>
<b>Qualification</b>	<ul style="list-style-type: none"><li>- <b>CA / ICWA</b></li><li>- Two years full time post graduate qualification from recognized university duly approved by UGC/AICTE in any of the following <b>MBA (Finance), M.Com. (Accounts/Finance)</b></li><li>- Distance Learning Courses secured in above Degrees from the recognized university duly approved by UGC/DEB/AICTE may be allowed only for departmental candidates of GUVNL and subsidiaries who have rendered at least 03 years' service on regular establishment in the company</li></ul>
<b>Experience</b>	Should possess minimum two years' relevant experience after obtaining minimum qualification. (The articleship period will not be counted as experience.)
<b>Age Criteria</b>	For Unreserved Category : 35 years and For Reserved Category : 40 years on 29.05.2018.

<b>Relaxation in upper age limit to other categories shall be given as under</b>									
<b>Category</b>	<b>Relaxation</b>								
<b>Female Candidate</b>	05 Years								
<b>Person with Disability candidate</b>	10 Years Suitable disability for the post :BL(Both Leg), OA (One Arm), OL(One Leg), HH(Hearing Handicapped)								
<b>Dependent of Retired Employee of GUVNL &amp; Subsidiaries</b>	Upto age of 40 years (Consider only on submission of undertaking)								
<ul style="list-style-type: none"> <li>• Maximum age relaxation in upper age limit shall be considered upto the age of 45 years.</li> <li>• The above age criteria are as per the “Yuva Swavlamban Scheme” of Govt. of Gujarat.</li> <li>• The upper age limit shall not be applicable in case of Departmental Candidates.</li> <li>• The age and experience of candidate shall be calculated as starting date of online registration.</li> </ul>									
<b>Vacancy</b>	<b>19</b>								
<b>Roster Reservation</b>	<table border="1"> <thead> <tr> <th>SC</th> <th>ST</th> <th>SEBC</th> <th>UR</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>5</td> <td>11</td> </tr> </tbody> </table> <p><b>Other reservation rules as per GUVNL and GoG guidelines.</b></p>	SC	ST	SEBC	UR	1	2	5	11
SC	ST	SEBC	UR						
1	2	5	11						
<ul style="list-style-type: none"> <li>• The vacancies may vary depending upon the actual requirement.</li> <li>• GSECL is a multi-location Power Generation Company having its Corporate Office at Vadodara, Nine (09) Power Stations, at Wanakbori, Ukai, Sikka, Panandhro (Kachch), Gandhinagar, Utran, Dhuvaran, Kadana, Kevadia Colony and 1 office at Surendranagar in all over Gujarat. The above vacancies shall occur at various offices of the Company and these posts are transferable within the Company.</li> </ul>									
<b>FEES (NON REFUNDABLE)</b>	<p>Rs.500.00 for UR &amp; SEBC candidate Rs.250.00 for ST &amp; SC candidates</p> <ul style="list-style-type: none"> <li>• If PWD (Persons with Disability) candidate belongs to SC or ST category and fulfills the criteria, fees payable shall be Rs.250/-.</li> <li>• The applicant has to pay application fees On-line through Credit Card / Debit Card / Net Banking.</li> <li>• Bank charges shall be borne by the applicant.</li> <li>• Application fee once paid will not be refunded on any account.</li> <li>• No other mode of payment i.e., Demand Draft, Money Order, Postal Order, Cheque etc. is acceptable.</li> </ul>								

<b>INFORMATION ABOUT ON LINE APPLICATION</b>	
On-line application form will be available on company web site.	<b>External Candidates may log on:</b> <a href="http://www.gsecl.in">www.gsecl.in</a>
Online submission of application commences	<b>29<sup>th</sup> May, 2018</b>
Last date for online submission of application	<b>18<sup>th</sup> June, 2018</b>
<b>Important Dates</b>	The last date of on line application is <b>18<sup>th</sup> June, 2018 06.00 p.m.</b>
<b>General</b>	Knowledge of Gujarati is essential.

<b><u>Terms &amp; Conditions</u></b>	
<b>A.</b>	<b>On-line Application</b>
1.	Candidates are required to apply <b><u>On-line Application</u></b> only through <a href="http://www.gsecl.in">www.gsecl.in</a>
2.	The candidates shall have to generate application number by registering on line by filling up the On-line Application Form and follow step by step instructions.
3.	The link for On-line Application will open from <b>29.05.2018</b> . Interested candidates meeting with above criteria may apply “On-line” on or before <b>18.06.2018 before 06.00 P.M.</b>
4.	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; 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 candidature shall be cancelled immediately and his shortlisting in selection list shall not be a ground for claiming employment/ recruitment.
5.	In case of having qualification of MBA(Finance) or M.Com (Accounts/ Finance), specialization in Finance or Accounts is clearly mentioned in Mark sheet or Degree Certificate. The Degree with other nomenclature shall not be considered.
6.	Candidates who have completed all the task of On-line Application process shall only be considered for further selection process.
<b>B.</b>	<b>On-line Exam</b>
1.	The tentative syllabus for the exam will be including but not limited to following topics and emphasis could differ.  <b>Section: I Gujarati Language &amp; Grammar (10%)</b> <b>Section: II Covering following subjective topics (90%)</b> <ul style="list-style-type: none"> <li>• Elements of Double entry.</li> <li>• Ledger Accounts, Sub-division of journal.</li> <li>• Cash Book.</li> <li>• Banking Transaction.</li> <li>• Bill Transaction – Acceptance of bills, Dishonour of bills – Noting and protesting – Discounting bill, Renewal honour of bills payable – Rating bills payable under discount – Foreign and documentary bills.</li> <li>• Journal entry and Rules of Journal Entry.</li> </ul>

	<ul style="list-style-type: none"> <li>• Trial Balance.</li> <li>• Trading Account, Profit and Loss Account.</li> <li>• Company Accounts.</li> <li>• Branch Accounting.</li> <li>• Entries in regard to share capital and debenture issues – Debenture interest book – issue of Debenture at discount – issue of debenture at a premium – redemption of debentures.</li> <li>• Depreciation and reserve and other funds.</li> <li>• Capital and revenue expenditure.</li> <li>• Receipts and payments.</li> <li>• Income and Expenditure Accounts, Self-Balancing Ledger.</li> <li>• Income Tax – With reference to TDS, TCS and Income under the Head Business &amp; Profession.</li> <li>• Goods &amp; Service Tax Act &amp; Rules.</li> <li>• Return Filling under GST.</li> <li>• Audit procedure and various types of audit.</li> <li>• Types of Equity.</li> <li>• Project Finance.</li> <li>• Capitalization of Assets.</li> <li>• Basics of Indian Accounting Standard.</li> </ul> <p style="text-align: center;"><b>“The question paper will be in English Language only”</b></p>
2.	The question paper for the On-line 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.
3.	The Management reserves the right to short-list, select and reject any candidates for On-line Exam as the case may be for selection.
<b>C.</b>	<b>Result of On-line Exam</b>
1.	As per 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.
2.	5% marks (of secured marks in On-line 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 candidates shall categorically state so and inform if they are remarried with necessary documentary proofs.
3.	While preparing selection list, if two or more candidates found with equal marks in On-line 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.
4.	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.

5.	The selection for the above posts will be on the basis of marks obtained in On-line Exam and subject to reservation rules, documents verification and pre-employment medical examination.
6.	The Management reserves the right to cancel the Selection List at any time at its sole discretion, without assigning any reasons thereof.
<b>D.</b>	<b>Other Conditions</b>
1.	The vacancies shall arise throughout the year and the appointment is subject to requirement as per roster point applicable from time to time during the year.
2.	The candidates shortlisted for On-line Exam on the basis of their “On-line Applications” shall be required to submit photocopies of all the relevant certificates and subsequently, the original certificates for verification as and when required and if not submitted within prescribed time limit; their candidature will be considered invalid.
3.	The candidates working in Government / Semi Government or PSU Organization shall have to produce “ <b>NO OBJECTION CERTIFICATE</b> ” from the concerned organization at the time of documents verification, failing which, their candidature will be rejected.
4.	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 his/her duty, failing which, his/her appointment order shall stand cancelled.
5.	Caste (Roster category) Certificate of Gujarat State will only be considered.
6.	SEBC candidates who fulfill the qualification and age criteria shall have to submit valid Non-Creamy Layer Certificate issued Gujarati – પરિશિષ્ટ – ૬ or પરિશિષ્ટ – ૪ by the Competent Authority of Gujarat State.
7.	In case the name or caste differ due to marriage or any other reasons in educational certificates; then candidate shall have to attach the copy of Gazette for change of name or caste, failing which, the candidature for the further process will be rejected.
8.	Minimum 85% of representation in selection will be of local resident of Gujarat State as per GR dtd.31.03.95. The candidate shall have to submit the Domicile Certificate of being resident of Gujarat State if he/she claims appointment under 85% quota.  <b>The candidates of Gujarat State are advised to get ready the domicile certificate issued by the Competent Authority of Gujarat State at the time documents verification.</b>
9.	In case of selection, the candidates have to fulfill the requisite physical fitness standards as per company’s rules.
10.	No travelling fare will be paid to any candidates for attending the On-line Exam.
11.	Filling up of the post is at the discretion of Management based on suitability of candidates. The decision of management in all matters relating to eligibility, acceptance or rejection of the application made shall be final and management will not entertain any query or correspondence in this regard.

12.	<p><b>Important:</b> The candidates are requested to visit on <a href="http://www.gsecl.in">www.gsecl.in</a> for regular updates / notices related to the recruitment process. The GSECL does not owe any responsibility in this regard, if candidate fails to note latest updates, no claims shall be entertained.</p> <p>Further the candidate should fill the correct form in every respect and nothing should be concealed or withheld by them. If any information furnished is found false at any time, his/her candidature / appointment will be cancelled without any notice and legal action will be taken accordingly.</p>
13.	Any amendment by GSECL in regard to pay scale, service rules and other terms and conditions in future shall be part of above recruitment process and shall be binding on the candidate.
14.	Canvassing in any form shall debar the candidate from selection.
15.	If and when required candidates shall be communicated only through their registered mail.
<b>E.</b>	<b><u>Stages of Recruitment Process</u></b>
	<ul style="list-style-type: none"> <li>• On-line Application</li> <li>• On-line Exam( Exam Centre shall be in around Vadodara)</li> <li>• After completion of Exam, the candidates can view provisional Question/Answer Key and if any objection can be raised within 4 days on publishing the same.</li> <li>• If any objections will be received, same will be put up before subject experts for review.</li> <li>• Upon completion of above, the result and provisional merit list along with answer key will be published on our website <a href="http://www.gsecl.in">www.gsecl.in</a></li> <li>• The candidates will be called for documents verification and pre-employment medical examination considering the vacancies and roster position.</li> <li>• Final selection list will be prepared and issued appointment orders to eligible candidates accordingly.</li> <li>• The validity of selection list will be one year from the date of publishing the provisional merit list.</li> </ul>
<b>F.</b>	<b>Help Desk</b>
	For any query you may contact on our Help Desk No. <b><u>022 - 62507709</u></b> which will be available between 10 am to 6 pm on working days. You may also send an E-mail for your query on <a href="mailto:recruit.gsecl@gebmail.com">recruit.gsecl@gebmail.com</a>

**Documents to be submitted as and when asked by the Company:**

**(After On-line Exam)**

1. On-line application form alongwith two recent passport size photographs should be affixed on the space provided on the application form.
2. Attested copy of
  - i. School Leaving Certificate
  - ii. Marksheets of CA/ ICWA/ MBA(Finance)/ M.Com.(Accounts/Finance)
  - iii. Degree Certificate
  - iv. Caste (SC/ST/SEBC) Certificate issued by authority of Gujarat State.
  - v. Disability Certificate (for PWD Candidates only)
3. In case of SEBC candidates, latest Non Creamy Layer Certificate issued in Gujarati -પરિશિષ્ટ “ક” or પરિશિષ્ટ – ઝ by the Competent of Gujarat State.
4. In case of PWD Candidates, Certificate of Civil Surgeon.
5. In case of Ex. Armed Force Personnel, necessary certificate should be attached.
6. Affidavit for genuineness of documents as per attached proforma(Annexure-I)
7. Affidavit as per attached proforma in case of Dependent of Retired Employee of GUVNL and Subsidiary Companies (Annexure-II)
8. In case of Dependent of Retired Employee of GUVNL and Subsidiary Companies, Relieving Order or Certificate issued to the employee should be attached
9. In case of widow applicants, death certificate of the husband and an undertaking to the effect that the applicant has not re-married.
10. NOC from present employer (If applicable).
11. Domicile certificate in case of candidate belongs to Gujarat State.
12. Any other Certificate/document applicable.

**Note: Whenever documents are called from the candidates, submission has to be made by the candidates within stipulated time, failing which, his/her candidature shall be cancelled for the said post. It may further be noted that all above stated documents are to be self-attested by the candidate.**

**General Manager (HR)**

**ANNEXURE-I**  
**DECLARATION FOR SUBMISSION**  
**OF GENUINE / TRUE**  
**CERTIFICATES / DOCUMENTS**  
**(On Stamp Paper of Rs. 100/- & get it notarized)**

I, Shri \_\_\_\_\_, residing at \_\_\_\_\_ (write name of City / Town) hereby declare as under:

- (1) That I had applied for the post of Deputy Superintendent (Accounts) arisen at various Power Station of GSECL and have read the conditions thereof.
- (2) I hereby declare that whatsoever documents submitted by me for consideration to the post of Deputy Superintendent (Accounts) are true and are not false and fabricated.
- (3) I have been made to understand by GSECL that if at any subsequent stage it reveals to them that any of the documents submitted by me are false or fabricated I could be removed from the services in view of clause-16 of GSO.7 dated: 04.10.1960.
- (4) I further declare that I have not suppressed any material information or documents of any character which is necessary for obtaining this employment. If at any subsequent stage it reveals that I have suppressed such material information or document which would have debarred me from obtaining employment, I understand that I could be removed from services in view of clause-16 of GSO.7 dtd. 04.10.1960.
- (5) I further declare that if any document submitted by me for the post of Deputy Superintendent (Accounts) is found false or fabricated or material information or document found to be suppressed by me, I shall not question the decision of the authority for removal of my services in any Court of Law or before any authority.

\_\_\_\_\_  
**Signature**

**Date:**  
**Place:**



## **ANNEXURE-II**

### **DECLARATION REGARDING NOT TAKEN BENEFIT OF GSO-295 & GENUINE / TRUE DOCUMENTS / CERTIFICATE**

**(On Stamp Paper of Rs. 100/- & get it notarized)**

I, Shri \_\_\_\_\_ residing at \_\_\_\_\_ (write name of City / Town) give declaration as under in view of Advertisement for the post of Deputy Superintendent (Accounts) at various TPS of GSECL.

- (1) I am son/daughter of Shri/Smt. \_\_\_\_\_ Design. \_\_\_\_\_ who retired on dated \_\_\_\_\_.
- (2) That I have read the provisions of GSO-295 pertaining to benefit to dependent of retired employee and I declare that none of the dependent of my father/mother has ever been given the benefit of the scheme in Board/Subsidiary entity.
- (3) I hereby declare that after retirement of my father/mother, none of dependent i.e. my brother/sister are/were employed in Board/Subsidiary entity under GSO-295. The copy of retirement order is attached & it is true.
- (4) I further declare that if at any stage hereafter it is found that any member of family of my father/mother is/were already employed in the Board/Subsidiary entity under GSO-295 /got benefit of GSO-295 in view of advertisement of Board/subsidiary entity, I shall not question the decision of Company including that of termination of my services in any Court of law or before any authority.
- (5) I hereby declare that whatsoever documents submitted by me for consideration to the post of Deputy Superintendent (Accounts) are true and are not false and fabricated and I have been made to understand by GSECL that if at any subsequent stage it reveals to them that any of the documents submitted by me are false or fabricated, I could be removed from the services in view of clause-16 of GSO.7 dated: 04.10.1960.
- (6) I further declare that I have not suppressed any material information or documents of any character which is necessary for obtaining this employment. If at any subsequent stage it reveals that I have suppressed such material information or document which would have debarred me from obtaining employment, I understand that I could be removed from services in view of clause-16 of GSO.7 dtd. 04.10.1960.
- (7) I further declare that if any document submitted by me for the post of Deputy Superintendent (Accounts) is found false or fabricated or material information or document found to be suppressed by me, I shall not question the decision of the authority for removal of my services in any Court of Law or before any authority.

\_\_\_\_\_  
**Signature**

**Date:**  
**Place:**