

## KUTCH RAILWAY COMPANY LIMITED

### Vacancy Notice No. – 01/2024 dated 17.05.2024 APPOINTMENT FOR THE POST OF CHIEF FINANCIAL OFFICER ON REGULAR BASIS

#### COMPANY PROFILE

Kutch Railway Company Limited (KRC), a Joint Venture of Rail Vikas Nigam Limited, Government of Gujarat, Deendayal Port Authority and Adani Ports and SEZ Ltd. is looking for a suitable candidate for the post of its Chief Financial Officer on absorption basis.

#### ELIGIBILITY CRITERIA / JOB PROFILE, DETAILED TERMS & CONDITIONS

1.	NAME OF POST	:	Chief Financial Officer (CFO) on absorption basis
2.	PROBATION PERIOD	:	1 Year
3.	NO. OF POST	:	One (1)
4.	LOCATION	:	New Delhi
5.	MAXIMUM AGE	:	45 Years as on the date of vacancy notification
6.	EDUCATIONAL QUALIFICATION	:	<u>Essential:</u> 1. Bachelor's Degree from a recognized University 2. Fellow member of the Institute of Chartered Accountants of India (FCA) <u>Desirable:</u> 1. Preference to candidates having completed Diploma/Certification course from ICAI in Ind-AS, GST. 2. Worked as Key Management Personnel (KMP) in a company/undertaking and/or PSU of Railways sector, Logistic Sector. 3. Preference shall be given to candidates having experience of working with undertaking and/or PSUs of Railways Sector, Logistics Sector.
7.	WORK EXPERIENCE	:	Mandatory experience (Post Qualification): Min. 7 (Seven) years post qualification experience in the field of Corporate Accounting/Finance/Taxation, book keeping, Advance Tax, TDS, GST, Ind -AS etc.

8.	OTHER SKILLS	:	<p>Well conversant in latest Computer/IT skills and its applications.</p> <p>Excellent communications skills – written, verbal, presentation, Fluency in English</p> <p>Strong organizational, analytical and interpersonal skills.</p>
9.	JOB PROFILE	:	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Co-ordination with Auditors of the Company for Statutory Audit, Internal Audit, Tax Audit, CAG Audit, etc. Preparation and submission of all documents as per requirements of Auditors and preparation of replies to Audit observations.</li> <li>• Scrutiny of Contractors bills, all third party payments, and checking of Monthly revenue and O&amp;M sheets received from Western Railway.</li> <li>• Preparation of bank reconciliation statements.</li> <li>• Responsible for Budgeting, Forecasting &amp; Cost control Responsible for all regulatory and statutory compliances related to Accounts/Finance/Taxation/Audit etc.</li> <li>• Assessment and timely payment of GST, TDS, Advance Tax etc., and filing of necessary monthly, quarterly, half yearly and annual returns.</li> <li>• Responsible for the overall functions of Finance and Accounts of the Company including Funds Management. Any other work as may be assigned from time to time by the management.</li> </ul>
10.	DESIGNATION & SCALE OF PAY (IDA SCALES OF PAY)	:	Senior Manager, Grade- E- 4 Scale of Pay (70,000- 2,00,000)
11.	EMOLUMENTS	:	As per the policy of the Company under IDA Scales of Pay
12.	SELECTION PROCESS	:	<p>The selection will be through Interview &amp; Personal interaction by the Interview Panel on the basis of eligibility, experience, qualification &amp; performance during Interview/Interaction.</p> <p><u>Note:</u></p> <p>Mere fulfilling the eligibility terms and conditions/requirement/qualification will not vest any right on the candidates to be called for Interview.</p> <p>KRC reserves the right to call limited number of candidates for interview after screening/short-listing with reference to the candidate's qualification, suitability etc. The decisions of the Company will be final.</p>

13.	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) must be sent via email only, to email address of the company at: <a href="mailto:cosecy@kutchrail.org">cosecy@kutchrail.org</a> by 20.06.2024.</p> <p>Application format is attached as Annexure-A</p> <p>The email containing application for the post should be captioned as "Application for the Post of Chief Financial Officer/KRC against Vacancy Notice No. 01/2024 dated 17.05.2024.</p> <p>Note: Applications received after 20.06.2024 shall not be considered by the Company.</p>
14.	GENERAL INSTRUCTIONS	<p>: The appointment of CFO will be made on the basis of permanent absorption basis in the company on successful completion of the probation period of 1 (One) year. Selection will be finalized after interview of all eligible candidates appearing on the date of interview. The eligible candidates will be intimated of the date &amp; venue of interview in New Delhi by post/email.</p> <p>The candidate has to submit his/her willingness for the post at the time of interview itself, clearly stating that he/she will join the post, if selected, in the format attached in Annexure B. If any candidate does not initially give his/ her willingness, he /she will not be interviewed. The selected candidate will have to join within 3 (Three) months of issue of letter of appointment.</p> <p>Applications along with detailed bio-data (with passport size photograph, age, qualifications, experience, salaries drawn and achievements) in the prescribed format must reach the following address within the time prescribed in the advertisement must be sent via email only, to email address of the company i.e. <a href="mailto:cosecy@kutchrail.org">cosecy@kutchrail.org</a> by 20.06.2024.</p> <p>To download the application form, kindly visit Company's website at: <a href="http://www.kutchrail.org">www.kutchrail.org</a> or <a href="http://www.rvnl.org">www.rvnl.org</a></p> <p>Before applying for the post, a candidate should ensure that he/she fulfils the eligibility criteria and other requirements specified in this advertisement.</p> <p>Application duly filled and signed by the candidate must be sent in prescribed format only with no corrections/alteration/overwriting. 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.</p> <p>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>Applications incomplete in any respect or not in compliance with the above instructions shall be liable for rejection.</p> <p>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>Selected candidate will have to produce a valid relieving letter from his/her current employer before joining the service.</p> <p>The Company reserves the right to reject any candidate's application without assigning any reason.</p> <p>Applications received after last date of receipt, shall not be considered in selection process.</p>
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**Annexure-A**

**KUTCH RAILWAY COMPANY LIMITED**  
**Application for the post of Chief Financial Officer**

Affix Passport  
Size Photo

1.	Name of the Candidate	:	
2.	Father's/Husband's Name	:	
3.	Date of Birth	:	
4.	Age as on	:	Yrs.          Months
5.	Sex	:	
6.	Nationality	:	
7.	Category	:	(Gen/OBC/PH/SC/ST/Ex-S/Man)
8.	Permanent Address	:	
9.	Address for Communication	:	
10.	Contact No.	:	
11.	Email ID	:	
12.	Educational Qualification	:	

Name of Exam	Name of Board/University	Year of Passing	% of Marks Scores	Medium of Instruction

**13. Professional Qualification**

Name of Exam	Name of Board/University	Year of Passing	% of Marks Scored
CA (Essential)			
Others (Please Specify)			

**14. Experience (starting from earliest):**

Name of Organisation & Address	Post Held	Grade	Monthly Salary (In Rs.)	From/To	Details of duties performed (in brief)	Whether worked as KMP * (Yes** or No)

\* Key Management Personnel

\*\*If yes, certificate to be produced at the time of interview

**15. List of the documents attached (self-attested):**

<b>S. No.</b>	<b>Document</b>	<b>Mark with Yes or No</b>	<b>Remarks</b>
I	Matriculation Certificate as Age Proof		
II.	Graduation Certificate		
III.	CA Qualifying Certificate & Mark Sheet		
IV.	ICAI Fellow Member ship Certificate		
V.	Certificate pertaining to desirable qualification		
VI.	Experience Certificate(s)		
VII	Any other relevant paper/give details in remarks		
VIII	Diploma/Certificate course from ICAI in Ind-AS, GST		
IX	KMP Certificate		
X	Certificate of the turnover of the Company where last employed (at least for the last three years)		

I hereby declare that the above information is correct.

Signature

Place:

Date:

**UNDERTAKING**

I, \_\_\_\_\_ S/o, or D/o Sh. \_\_\_\_\_ presently serving  
as \_\_\_\_\_ in the \_\_\_\_\_ do  
hereby undertake that if I am selected for the post of Chief Financial Officer, Kutch Railway  
Company Limited (KRC), New Delhi, I will not ask for extension in joining time and will resign  
from the present position before joining KRC. In case, I am unable to join the post offered to  
me during the joining time, I will have no claim for that post of Chief Financial Officer/KRC as  
a matter of right.

Name:

Designation:

Date: