



# PASCHIM GUJARAT VIJ CO. LTD

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## INVITES APPLICATIONS FOR THE POST OF “Accounts Officer”

**1. QUALIFICATION :**

C.A. / ICWA with three years' post qualification experience.

*(Experience of the firm with turnover less than 100 Crores shall not be considered and the applicants shall have to submit a valid certificate regarding turnover with the experience certificate)*

**2. AGE LIMIT : 35 years (As on the date of issuance of the advertisement i.e. 06 /10/2013) :**

**3. PAY SCALE :**

Rs. 21900 - 43350 /- (And Other Admissible Allowances).

**4. VACANCES : 01 (One)**

**GENERAL TERMS & CONDITIONS:**

1. The management reserves the right to short list, select or rejects any candidates for written test / Oral / Interview as the case may be for selection.
2. The management reserves right to cancel Select list / Waiting list at any time at its sole discretion, without assigning any reasons thereof.
3. The application is liable to be rejected, if it is not in conformity with given proforma, incomplete, illegible, and unsigned or without requisite certificates and application fee wherever applicable or received after closing date, without assigning any reasons thereof and in all such events the fees received by DD will not be refunded. Copy of School Leaving Certificate is must for Birth / Age verification.
4. Applications will be short listed as per percentage, age prescribed as required & short listed candidates only will be called for written test.
5. UR and SEBC Category Candidates have to send Demand Draft of Rs. 500/- and SC and ST Category Candidates have to send Demand Draft of Rs. 250/-. payable in favour of “PGVCL, Rajkot”. And write down your Name on the back side of the Demand Draft. Demand Draft amount is non-refundable, towards application form fee, processing and scrutiny fee.
6. The applicants have to send Demand Draft with application and the Demand Draft should be obtained from Nationalized Bank.
7. Knowledge of Gujarati & English is essential.
8. Caste (Roster category) certificate of Gujarat State only will be considered.
9. Selected Candidates Shall be appointed initially on probation for the period of Six (06) moths and after successfully completion of probation period, they shall be confirmed on the post of Accounts Officer.

10. Selected Candidate shall have to work anywhere under the jurisdiction of PGVCL and the candidate selected for the post, shall not be transferred from PGVCL to any other subsidiary Company of GUVNL.
11. Mere submission of application does not guarantee the adequacy of candidature for being considered for the selection process.
12. Departmental candidates meeting the qualification / experience criteria can also apply through proper channel and compete with the external candidates.
13. If you are a Govt. servant or working in a Semi Government or Public body, applications should be forwarded through proper channel along with "No Objection Certificate" from the concerned organization, failing which candidature will be disqualified.
14. Candidates have to submit the Service Bond to serve the Company (PGVCL) for a minimum period of 5 years with surety of Rs. 3 lacs with application in prescribed proforma attached.
15. The selected candidates shall have to produce relieving letter from the previous employer at the time of resuming his duty.
16. PGVCL will not be responsible for any postal loss/delay in receipt of application.
17. Canvassing in any form shall debar the candidate from selection.
18. No any traveling fare will be paid to any candidate for attending the written test / Interview.

*Interested candidates are requested to apply and send the application along with below mentioned documents so as to reach on or before 17/10/2013.*

- Two Passport size Photographs (To be pasted on Application Format).
- School Leaving Certificate.
- Copy of Mark Sheets.
- Degree Certificates.
- Caste Certificate (If belonging to reserved category)
- Crossed Demand Draft (Name should write on the back side of DD).
- Experience Certificate (also indicating the turnover of the firm).
- Consent for submission of Service Bond to serve the Company (PGVCL) for a minimum period of five years with surety of Rs. 3 lacs
- Any Other relevant documents.

The application should be reached on or before 17/10/2013 on the following address by **Registered Post (R.P. A.D.)** only, duly mentioning "Application for the post of "Accounts Officer" on envelop.

**The Additional General Manager (HR),**  
Paschim Gujarat Vij Co. Ltd.  
Regd. & Corporate Office,  
"Paschim Gujarat Vij Seva Sadan",  
Nana Mava Main Road, Laxminagar,  
Rajkot – 360004 (Gujarat)

**The application received without RPAD will not be considered.**

Additional General Manager (HR),  
PGVCL - Rajkot