

KRISHNAPATNAM RAILWAY COMPANY LIMITED

Vacancy Notice No. – 01/2021 Dated: 28/06/2021

FOR APPOINTMENT AT THE POST OF CHIEF FINANCIAL OFFICER ON CONTRACTUAL BASIS

I. COMPANY PROFILE

Krishnapatnam Railway Company Limited (KRCL), is a Joint Venture of Rail Vikas Nigam Limited, Adani Krishnapatnam Port Limited (erstwhile known as Krishnapatnam Port Company Ltd.), Sagarmala Development Company Ltd., National Mineral Development Corporation Ltd., Government of Andhra Pradesh and Brahmani Industries Ltd. KRCL having its registered office at Secunderabad, Telangana was incorporated as a 'Special Purpose Vehicle' on 11th October, 2006 under Companies Act, 1956 with the objective of Construction, Operation & Maintenance of the 114 KM New BG Rail Line Project from Krishnapatnam to Obulavaripalle on South Central Railway.

The Authorized and paid up share capital of the Company is Rs. 650 Cr. and Rs. 625 Cr., respectively with 81.76 % of total paid up share capital owned by Govt. and/or Govt. PSUs. Average annual Turnover of the Company during preceding 03 (Three) financial years is Rs. 174 Cr (approx).

II. ELEGIBILITY CRITERIA/JOB PROFILE, DETAILED TERMS & CONDITIONS

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| 1. | NAME OF POST | Chief Financial Officer |
| 2. | NO. OF POST | One (1) |
| 3. | LOCATION | Secunderabad (Telangana)/ Vijayawada (Andhra Pradesh) |
| 4. | MAXIMUM AGE | 40 Years as on date of vacancy notification. |
| 5. | EDUCATIONAL QUALIFICATION | <u>Essential:</u> 1. Bachelor's Degree from a recognized University. 2. Chartered Accountant (Should be a Member of the Institute of Chartered Accountants of India). <u>Desirable:</u> Preference to candidates having completed Diploma/Certification course from ICAI in Ind-AS, GST |
| 6. | WORK EXPERIENCE | <u>Mandatory experience (Post Qualification):</u> Min. 5 (Five) years in the field of Corporate Accounting/ Finance/ Taxation, bookkeeping, Advance Tax, TDS, etc. and minimum 2 (Two) years in GST, IND-AS |

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| | | <p>Desirable: Preference shall be given to candidates having experience of working with undertaking and/or PSUs of Railways Sector, Logistics Sector.</p> |
| 7 | OTHER SKILLS | <ul style="list-style-type: none"> • Well conversant in latest Computer/IT skills and its applications. • Excellent communications skills - written, verbal, presentation, Fluency in English • Strong organizational, analytical and interpersonal skills. |
| 8 | 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. • 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 Checking of Monthly revenue and O&M sheets received from South Central Railway • 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. • Assessment and timely payment of GST, TDS, Advance Tax etc., and filing of necessary monthly, quarterly, half yearly and annual returns • 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 |
| 9 | SERVICE CONDITIONS | <p>a) Selected candidate will be initially engaged on contractual basis for a period of Three years extendable by Two years with performance review.</p> <p>b) On successful completion of the contractual tenure he/she may be considered for regularization as per extant policy of the Company prevailing at that time.</p> |

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| | | <p>c) The contract of Service may be terminated by either side after serving a 60 days advance notice.</p> <p>d) Initial posting will be at Secunderabad (Telangana). However, the candidate may be transferred to Vijayawada (Andhra Pradesh) upon shifting of registered office of the Company or any other place of office in India as per requirements of the Company.</p> |
| 10 | CONSOLIDATED PAY | <p>A. Consolidated Pay Rs. 75,000/- p.m.</p> <p>B. In addition to consolidated pay, following allowances will be admissible on monthly basis: (i) House Rent Allowance (HRA) @ 15% of consolidated pay, (ii) Transport allowance @ 5% of consolidated pay and (iii) Rs. 1,000/- as mobile and internet allowance.</p> <p>1. Monthly pay negotiable at the time of interview depending upon experience and suitability of the candidate.</p> <p>2. Candidate will be entitled for 10% annual increment of consolidated pay after satisfactory completion of each year in contractual employment.</p> |
| 11 | SELECTION PROCESS | <p>The selection will be through Interview & Personal interaction by the Interview Panel 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) KRCL 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> |
| 12 | LEAVE | <p>During the period of contractual engagement the candidate will be eligible for Paid Leave @ 1 day for each completed month, maximum 12 days over a period of 12 months, without carry forward facilities of accumulated leave. Leave may be availed not exceeding 4 days at a stretch. Any other absence shall be treated as on Loss of Pay affecting the Fixed Component of the compensation package. The unutilized leave will not be encashable.</p> |

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| 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 i.e. krcl.rail@gmail.com by 31st July, 2021. <u>Application format attached as Annexure-A.</u></p> <p>The email containing application for the post, should be captioned as <u>“Application for the Post of Chief Financial Officer/KRCL against Vacancy Notice No. – 01/2021 dated 28th June, 2021.”</u></p> <p>Note: Applications received after 31st July, 2021 shall not be considered by the Company.</p> |
| 14 | General Instructions | <ol style="list-style-type: none"> a) Before applying for the post, a candidate should ensure that he/she fulfills the eligibility criteria and other requirements specified in this advertisement b) Application duly filled and signed by the candidate must be sent in prescribed format only with no corrections/alteration/overwriting. 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. 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. e) Candidates working in Govt./ PSU/ Semi Government organization must submit NoC from current employer at the time of submission of application. f) Applications incomplete in any respect or not in compliance with the above instructions shall be liable for rejection. g) 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. h) Selected candidate will have to produce a valid relieving letter from current employer before joining the service i) KRCL reserves the right to reject any candidate’s application without assigning any reason. j) Applications received after last date of receipt, shall not be considered in selection process. |

KRISHNAPATNAM RAILWAY COMPANY LIMITED

Application for the post of Chief Financial Officer

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 Qualifications:

| Name of Exam | Name of Board/University | Year of Passing | % of Marks Scored | Medium of Instruction |
|--------------|--------------------------|-----------------|-------------------|-----------------------|
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13. Professional Qualifications:

| Name of Exam | Name of Board/University | Year of Passing | % of Marks Scored |
|-------------------------|--------------------------|-----------------|-------------------|
| CA (Essential) | | | |
| Others (Please Specify) | | | |
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14. Experience (starting from earliest)

| Name of Organization & Address | Post Held | Grade | Monthly Salary (in Rs.) | From/To | Details of duties performed (in brief) |
|--------------------------------|-----------|-------|-------------------------|---------|--|
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15. List of the documents attached (self-attested) :-

| S. N. | Document | Mark with Yes or No | Remarks |
|--------------|--|----------------------------|----------------|
| I | Matriculation Certificate as Age Proof | | |
| II | Graduation Certificate | | |
| III | CA Qualifying Certificate & Mark sheet | | |
| IV | ICAI Associate Member ship Certificate | | |
| V | Certificate pertaining to desirable qualification | | |
| VI | Experience Certificate(s) | | |
| VII | Any other relevant paper / give details in remarks | | |

I hereby declare that the above information is correct.

Signature

Place:

Date: