

PEC invites applications for the post of

**Chief General Manager (Finance) from General Category.**

PEC Limited, a premier trading organization engaged in export, import & domestic trading of Engineering Equipment, Turnkey Projects and Commodities, invites applications for the post of:

**CHIEF GENERAL MANAGER (FINANCE)**

**Pay Scale:** Rs. 51,300-73,000/- (I.D.A)

**CTC:** Rs. 24,85,268/- (per annum) approx. at the minimum of scale

**Qualification:** CA/ICWA with graduation. Persons with MBA qualification in Finance shall be given preference.

**Age:** Around 47 years as on 31-01-2013

**Experience:**

Minimum 17 years as on **31-01-2013** in Finance & Accounts in Managerial Cadre, out of which 10 years in Senior position, in any Govt. / PSU / MNC or organization of repute. For those working in PSU / Govt. minimum **2** years of experience in the pay scale of **Rs. 43,200-66,000 (I.D.A.)** or its equivalent grade (Relevant grade equivalency documents must be enclosed). For candidates from MNC / Private Organization, should have minimum **2** years experience at minimum CTC of **Rs. 21,38,140/-** per annum. The candidate should have extensive familiarity with modern systems of financial & cost accounting, management reporting, statutory audit, taxation, financial planning, budgeting & budget control, banking & forex transactions.

**Job Description & Responsibilities:**

The incumbent shall be overall incharge of finance, accounts and fund management of the organization and will be responsible for evolving & formulating policies related to finance & accounts and implementation thereof. He/she shall report to CMD and shall be responsible for financial appraisals of trade, fund management & tax matters, preparation & finalization of accounts and banking including forex management. He/she shall liaise with financial institutions / banks, statutory auditors, CAG, Rating Agencies & Govt.

In addition to pay-scale, the above post carries benefits such as HRA, Cafeteria based Perks & Allowances, Leave Encashment, Medical Facilities (as per entitlement), Provident Fund, Gratuity, Pension & Post Superannuation Medical Benefits, Performance-Related Pay, Staff Car for Official Use and reimbursement charges for Entertainment, Telephone, etc. as per rules of the Company.

CMM (Personnel)

PEC Limited

(A Govt. of India Enterprise)

HANSALAYA, 15 Barakhamba Road,

New Delhi – 110001

**General Conditions/Instructions:**

1. Selected candidate will be on probation for a period of one year.

2. Candidates working in Govt./Semi-Govt./Public Undertaking must apply through proper channel. In the event the application is not sent through proper channel, the candidate would be required to produce the NOC from his/her employer, if short-listed for the interview, at the time of the interview, failing which the candidate will not be allowed to appear for the interview & his/her TA/DA would not be reimbursed.

3. Incomplete applications, applications not sent in prescribed format, applications not conforming to the eligibility requirements, applications received after the last date prescribed, unsignedapplications and applications sent without relevant grade-equivalency documents (as applicable) will be summarily rejected. If the candidate does not fulfill any of the conditions given in the Employment Notice, his/her candidature will be cancelled at any stage on scrutiny whenever the discrepancy is noticed.

4. Applicants should give clear and complete postal address for correspondence. PEC will not be responsible for any postal delay / wrong delivery / non-delivery of any communication at any stage of the recruitment process. While PEC will exercise every care to avoid errors in the conduct of all stages of the recruitment process, it shall not take any liability for any error as may inadvertently occur in the process.

5. In case of a candidate having requisite qualification & age, the condition with regards to CTC/experience in lower-grade may be relaxed at the discretion of the Management.

6. Those who have qualifications equivalent to any of the prescribed qualifications should produce certificate from the concerned University certifying that the said Degree/ Diploma is equivalent to the particular Degree of the University. Applications without the authoritative equivalency certificate as said above will not be considered.

7. Outstation candidates called for interview for the Post will be reimbursed single to-and-fro economy class airfare by shortest route on production of original tickets/copy of E-tickets.

8. The cut-off date for considering the age and experience of candidates will be taken as on 31-01-2013.

9. Eligible persons may apply in the enclosed format at **ANNEXURE-I**.

**Mode of Application**

1. The format of application is to be downloaded from PEC website [www.peclimited.com](http://www.peclimited.com)

2. Check-List of enclosures

a. Filled in application form with signature of candidate.

b. One passport size photo pasted on the space provided on the format of application.

c. Proof of Date of Birth (Matric Certificate/Passport).

d. Pass certificate & Mark sheet (all years) for Eligibility Qualifications.

e. Experience certificate(s) showing all relevant post qualification experience.

f. Certificate showing proof of relevant pay of scale OR relevant CTC (as applicable)

g. Certificate showing proof of caste (as applicable)

3. Filled in Application form along with enclosures as mentioned above addressed to Chief Marketing Manager (Personnel), should reach on or before **20-03-2013** by post/courier only. Applications received by e-mails will not be accepted. The envelope containing the application form must be clearly superscribed with the name of the post applied. E.g. - **"APPLICATION FOR THE POST OF CHIEF GENERAL MANAGER (FINANCE)"**. Incomplete applications or applications received after the last date will not be considered. PEC will not be responsible for any postal delay, wrong delivery or whatsoever in matters of correspondence. No communication in this regard will be made with the applicants.

ANNEXURE I

**PEC LIMITED: NEW DELHI**

To

Paste your recent passport size photograph here

Chief Marketing Manager (Personnel)

PEC Ltd.

14th Floor, Hansalaya

Barakhamba Road

New Delhi - 110001

Sir,

Sub: Application for the post of **Chief General Manager (Finance)**

**BIO DATA**

1. Name in full (In Block Letters) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Father's / Husband's Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Age and Date of Birth : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Enclose Self attested copy)

4. Sex : Male / Female

5. Religion and Nationality : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Mention whether SC/ST/OBC : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 PH/Ex-Servicemen

(**if yes, Attach copy of certificate**)

7. Educational Qualification (Begin with highest qualification):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Examination Degree | Board/University / Institute | Specialization /  Branch | Month and Year of passing | % of Marks |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**(Please enclose Self attested copies of original degree/diploma certificates)**

**(Please attach separate sheets if necessary)**

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**8.** Experience (Beginning with current employment):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Organisation | Post Held | Period of Service | | Scale of Pay or CTC | Work Profile/Field of experience |
|  |  | From | To |  |  |
|  |  |  |  |  |  |

**(Please attach Self attested copies of experience certificates and proof of current CTC)**

**(Please attach separate sheets of work profile/Field of experience if necessary)**

9. a) Permanent Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b) Present Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Phone Number : Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Land Line \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. E-mail address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. Have you previously applied for a position in PEC? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes give details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

13. Any other relevant information/achievements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- |
| The application is liable for rejection if not filled in the prescribed Performa with full details of experience and also if not furnished the copies of certificates and testimonials in support of qualification, experience, age, caste (for SC/ST/OBC), disability (PH Certificate) etc. |

**Declaration**

**I,** Mr/Ms **……………………………………** certify that the above information is correct and true to the best of my knowledge and belief. In the event of any information being found false or incorrect, action can be taken against me. Further declare that I have never been arrested/prosecuted and convicted by a Criminal Court or involved in any other case registered by the Police.

Yours faithfully,

Place:

Date: (Signature of the candidate)