



Himachal Pradesh Power Corporation Limited

(A State Government Undertaking)

Himfed Building, BCS, New Shimla, Shimla-9

Phones: 0177-2670633, 2671831

CIN U4010HP2006SGC030591

Advertisement No. 1/18

The Himachal Pradesh Power Corporation Limited invites applications from eligible Indian Nationals for appointment to the post of General Manager (Finance), in Himachal Pradesh Power Corporation Limited as per details mentioned below:

Name of Post:-General Manager (Finance) at E8 level.

Vacancy: - 1

Method of Recruitment: Direct Recruitment through Open market.

Pay scale:- ₹ 41300-67000+10500 GP plus Allowances/Perks as applicable in HPPCL

Officers of Central & State Govt., CPSUs & PSUs and Board & Corporation of the State Govt., if selected for the above post, their salaries shall be fixed under F.R.22 read with decision No. 28 or further any instructions issued by Finance department of H.P. Government. If a person is appointed who is in receipt of pension from Government, the pay of such person shall be reduced by an amount equal to the gross amount of pension withdrawn by him. No further annual increment will be release to the incumbent on reaching maximum pay-scale.

Educational requirements: CA/ICWA/M.Com/MBA (Finance) with B.Com/BE with MBA (Finance)/PGDM from IIMs.

Desirable qualifications: Knowledge of Custom, Manner and dialect of the State of Himachal Pradesh and suitability for appointment in peculiar conditions prevailing in Himachal Pradesh.

Experience requirements: For Govt./PSU candidates, minimum 21 years out of which 2 years in immediate lower scale/grade/level in Finance & Accounts i.e. in the pay scale of 41300-67000+9600GP or equivalent.

For Candidates working in private sector, the incumbent should have adequate experience at senior level in capital intensive infrastructure firms/projects preferably in Corporate Financial Management and Planning, Project Appraisal, Project financing and Monitoring, Capital Budgeting, Costing, Budgetary Control, Working Capital Management, Corporate Taxation, Foreign Exchange management etc..

Further, all the Candidates should have exposure of working in ERP packages like SAP, Oracle etc. and excellent Communication skill both verbal and non-verbal and be self driven and effective team player.

Job responsibilities / description:

1. Estimating the funds requirement of HPPCL for ensuing year and preparing annual budget for HPPCL.
2. Raising funds at optimum cost taking care to see that the funds raised are not in excess of immediate requirement so as to minimise the financing cost.
3. Supervising banking arrangements.
4. Maintain full control over financial matter and ensure that Corporation's fund is utilized properly
5. Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash.
6. Perform financial analysis in areas as forecasting, budgeting, cost reduction analysis, and operational performance, for suggesting appropriate changes in Policy, systems and processes undertake
7. Liaise with external authority or agency and carry out internal audits of records, expenditure, documents and all other financial transactions
8. Manage monthly closing of financial records and posting of month end information; ensuring accuracy of financial statements on SAP.
9. Guide F&A team in making the presentation on combines spending, saving, strategies of expansion, resources required, cost saving and profit maximization
10. Guide finance team in preparing report regarding the budget expenditure and allocation.
11. Study all the expenditure that are happening on monthly basis and plan to manage it effectively as per the government procedures
12. Develop and maintain timely and accurate financial statements and reports that are appropriate for the users as per the government norms with the held of SAP.
13. Develop, implement, and ensure compliance with internal financial and accounting policies and procedures
14. Ensure that all statutory requirements of the organization are met including Sales Tax, Income Tax, Goods and Services Tax etc
15. Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation.
16. Prepare a detailed report on cash flow and various earnings and payments and present it to top management.
17. Study all the expenditure that are happening on monthly basis and plan to manage it effectively.
18. Prepare all supporting information for the annual audit and liaise with the external auditors.
19. Guide F&A team in making the presentation on combines spending, saving, strategies of expansion, resources required, cost saving and profit maximization.
20. Carry out business modelling and risk assessments & ensure implementation of practices as per the Corporation Policy vis-à-vis FR and State govt. guidelines.
21. Any other tasks assigned by Management.

Age limit: - 55 Years

Last date to apply for this job: - 31.08.2018

Application fee: - ₹ 500/- through Demand draft in favour of Director (Personnel), HPPCL

Submission of applications

- I.** Candidate working in the Government/PSUs may route their applications through proper channel. However, the applications will be accepted of employees of those Public Sector Undertakings whose rules provide for carry-forward of gratuity, PF, Leave and other benefits of transfer on movement to another organisation/Public sector with Consent of both the Organisations concerned. This may be ensured before forwarding the application.
- II.** The envelope containing Application Form and other details should be super-scribed with the words "**APPLICATION FOR THE POST OF General Manager (Finance) IN HPPCL**". The candidates can also apply through e-mail at *dir_pers@hppcl.in*, however, the candidates are requested to submit hard copy of their original Application alongwith relevant documents on or before 31.08.2018 by 05:00 PM.
- III.** Application in the prescribed format complete in all respects along with a write up on their significant contributions made by them during present/past assignments and their suitability should reach latest by 31.08.2018 by 5:00 PM on the following address:

**The Director (Personnel)
Himachal Pradesh Power Corporation Limited,
Himfed Building, BCS, New Shimla, Shimla-171009 (H.P.).**

General instructions:-

1. Corrigendum/addition/deletion, if any, shall be posted on HPPCL Website.
2. Correspondence including interview shall be sent through e-mail provided by the candidate.
3. The decision of the HPPCL relating to eligibility, acceptance or rejection, in case of any/all applications while fixing the eligibility criteria, equivalence of qualification & experience, mode of screening/selection, conduct of interview will be binding as on the candidate.
4. The applicant must ensure that he/she possesses the required qualification and experience.
5. The cut off date for the qualification, experience and age will be the closing date for receipt of applications.
6. HPPCL has the right to reject the entire selection process/advertisement at any stage and the decision of HPPCL shall be final in this regard.
7. Candidates shortlisted on the basis of application will be called for interview.
8. NOC from respective organisation should be produced before the interview, failing which the candidate will not be allowed to attend the interview.
9. No TA/DA will be paid to attend the interview.

**sd/-
Director (Personnel)**

Application form for the post of General Manager (Finance) in H.P. Power Corporation Ltd.

1. **Name of Applicant**.....
2. **Father's Name**.....
3. **Date of Birth***.....
5. **Sex Code****
6. **Category:**
7. **Professional Qualifications:-**

Paste Self
Attested
Passport Size
Photograph
**Please do not
pin or staple**

Examination	Year of passing	Board and University (Full name)	Total marks	Marks Obtained	% age

8. Details of posts held from the date of initial joining of service:

Designation held & Pay-scale	Place of posting	Tenure	Details of assignments held ***

- * (Attach Matric Certificate duly attested)
- ** [(M/F) Write **M** for Male and **F** for Female)]
- *** Relevant Education & Experience Certificates duly attested

9. **Present Pay-scale**.....
10. **Correspondence Address**.....
Pin Code.....Telephone/Mobile No.....
11. **Permanent Address**.....
Pin Code.....Telephone/Mobile No.....

DECLARATION BY THE CANDIDATE

I hereby solemnly declare that all statements made in this application are correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, ineligibility being detected my candidature shall be cancelled.

Date.....Place.....

(Signature of Candidate)