

# TRIPURA POWER GENERATION LIMITED

(A Government of Tripura Enterprise)



## ADVERTISEMENT

*Advertisement No. 01*

*dated, 16/02/2017*

Applications are invited for the post of **Chief Financial Officer (CFO)-cum-Company Secretary** in Tripura Power Generation Limited at its headquarters at Agartala.

- 1. Name of the Post:** Chief Financial Officer (CFO)-cum-Company Secretary
- 2. Number of Vacancy:** 01
- 3. Scale of Pay:** Rs.37400-67000 under Pay Band HAG + Scale Plus Grade Pay: Rs.8700/-per month plus admissible allowances to TCS-Gr.-I Officers holding the post of Director of Government of Tripura (*Minus pension drawn from previous service, if any*). Provided that higher initial pay may be considered in case of candidate with suitable qualification/experience.
- 4. Age:** Maximum 65 (sixty five) years on or before the date of application. Relaxation of this limit may be considered in exceptional cases.
- 5. Qualification:** CA/ ICWA with F.C.S.
- 6. Experience:** Minimum 20 (twenty) years of experience in budgeting, Corporate planning, Financial management, accounting, procurement and contracting, tariff formulation & regulatory matters, internal audit, works account, statutory functions of Company Secretary particularly in Central/ State owned Companies (preferably in Central/ State Power Utilities). Acquaintance with computer application, programming and implementation of computerization programme in financial/ accounting/ store/ personal management is desirable.
- 7. Other Service Conditions:** i] Benefit of C.P.F., if desired. ii] No pension from Government of Tripura or Tripura Power Generation Limited (TPGL). iii] Other service conditions would be as applicable to Tripura State Civil Service Officer.
- 8. Selection Procedure:** Selection would be based on interview only.
- 9. How to apply:** Eligible candidates may send their detailed bio-data mentioning two references along with a recent pass-port size photograph and giving particulars of name, address, contact phone, fax, email address, age, qualification, experience, proof of academic attainment, salary drawn and expected addressed to **the Chairman-cum-Managing Director, Tripura Power Generation Limited, Sectt. Annex, Gurkhabasti, Pandit Nehru Complex, Fishery Building, Room No. 311, Agartala, Tripura (west), Pin – 799006**. The envelope containing the application alongwith supporting documents complete in all respect should be superscribed as *“Application for the post of Chief Financial Officer (CFO)-cum-Company Secretary”* on the top of the envelope.
- 10. Others:** Last date of receipt of application is 30<sup>th</sup> March, 2017. No TA/ DA would be paid for attending the interview. Managerial and Functional responsibilities in detail may be seen in the Recruitment Procedure enclosed herewith. For any query, please contact **Tele-fax: 0381-2321080**.

## RECRUITMENT PROCEDURE

1.	Post	Chief Financial Officer (CFO)-cum-Company Secretary.
2.	Organization	Tripura Power Generation Limited
3.	Scale of Pay	Rs.37400-67000/- under Pay Band HAG+ Scale Plus Grade Pay Rs.8700/- per month plus admissible allowances to TCS-Gr-I Officers holding the post of Director of Government of Tripura. (Minus pension drawn from previous service, if any). Provided that higher initial pay may be considered in case of candidate with suitable qualification / experience.
4.	No. of post	1(one) No.
5.	Nature of Service	Contractual appointment for three years. Either party can terminate the contract giving 30(thirty) days notice or paying two months salary.
6.	Other service conditions	i. Benefit of C.P.F. if desired. ii. No pension from Government of Tripura or Tripura Power Generation Limited (TPGL). iii. Other service conditions would be as applicable to Tripura State Civil service Officer.
7.	Age	Maximum 65(sixty five) years on or before the date of application. Relaxation of this limit may be considered in exceptional cases.
8.	Qualifications	CA/ ICWA with F.C.S.
9.	Experience	Minimum 20(twenty) years of experience in budgeting, Corporate planning, Financial management, accounting, procurement and contracting, tariff formulation & regulatory matters, internal audit, works account, statutory functions of Company Secretary particularly in Central / State owned Companies (preferably in Central/ State Power Utilities). Acquaintance with computer application, programming and implementation of computerization programme in financial / accounting / store/ personal management is desirable.
10.	Functions/ Responsibility	
	a. Managerial:	
		<ul style="list-style-type: none"> <li>: To effectively manage the finance and accounts functions with proper systems and controls.</li> <li>: To establish systems and procedures that will bring positive results.</li> <li>: To ensure random checks carried out to monitor the system functioning.</li> <li>: To obtain feedback and take corrective measures for improvement in the systems and procedures.</li> <li>: To effectively manage the company affairs and related legal matters.</li> <li>: To create proper environment for development and up gradation of skills in managing the company affairs.</li> <li>: To inculcate work culture which has positive outlook and less scope for conflicts and in case of conflicts, resolution without affecting the work culture.</li> <li>: To assign responsibilities to the executives and staff according to their skills and capabilities.</li> </ul>

		<ul style="list-style-type: none"> <li>: To ensure proper intra group, inter departmental and inter organizational working relations.</li> <li>: To implement systems and procedures for consistency and quality in working.</li> <li>: To motivate the staff for group effective working to bring best out of them.</li> </ul>
	<b>b. Functional:</b>	
		<ul style="list-style-type: none"> <li>: Overall in charge for developing, maintaining financial and accounting policies and procedures.</li> <li>: Corporate fund planning and financial management.</li> <li>: Developing proper systems and controls.</li> <li>: Statutory compliance in finance functions.</li> <li>: Advising in material procurement / works contract.</li> <li>: Effective control and monitoring of billing and revenue collections.</li> <li>: Monitoring outstanding dues, preparing and implementing recovery action plans.</li> <li>: Providing information for ARR and tariff filings and implementation of Regulatory Commission's matters.</li> <li>: Coordination and interaction with other functionaries as well as with other outside agencies concerned in the best interest of the organization.</li> <li>: Formulating good systems and procedures for smooth and effective management of Company affairs.</li> <li>: Ensuring statutory compliance with company law and various other legislations.</li> <li>: Providing guidance and advice on matters relating to company law and other legal issues.</li> <li>: Ensuring effective training and development to update and upgrade the skills of officers and staff.</li> <li>: Building quality knowledge base on all legal matters with special emphasis on company law.</li> <li>: Maintaining cordial and healthy work culture with positive outlook facilitating organizational growth and excellence.</li> </ul>
10.	Appointment & Selection Committee:	<ol style="list-style-type: none"> <li>1. Will be appointed by the Board of Tripura Power Generation Limited (TPGL) with the approval of Government of Tripura..</li> <li>2. The selection committee shall be constituted by the Board of Director of TPGL in consultation with the Government of Tripura.</li> <li>3. The Board of Director of TPGL will be the appointing authority.</li> </ol>
11.	Selection procedure:	: Selection would be based on interview only. Application shall be invited by giving adequate publicity.