

**TRIPURA POWER GENERATION LIMITED**  
(A Government of Tripura Enterprise)

**Appointment**

**Advertisement No. TPGL/2023-24/01 dated, 08.01.2024**

Applications in prescribed format are hereby invited from the Indian Nationals having Permanent Resident of Tripura Certificate (PRTC) for filling-up of the following vacant post under Tripura Power Generation Limited (TPGL):

➤ **Name of the Post(s), Classification & Vacancy details, Scale of Pay & Age limits:**

| Item No.  | Name of the Post, Classification & Vacancy details  | Scale of Pay  | Age limits   |
|---|---|---|--|
| 1.  | Chief Financial Officer (CFO) – cum – Company Secretary (CS)<br><br>Group – “A”<br><br>01 (UR – 01) | <ul style="list-style-type: none"><li>In case of in-service candidates on deputation or direct recruitment, pay will fix up at level 20 in the pay matrix as per “Tripura State Civil Services (Revised Pay) Rules, 2018” w.r.t. Pay Band Scale: Rs. 37400-67000 (HAG + Scale) plus other admissible allowances; subject to revision by the Government/ Corporation from time to time.</li></ul> <p>Minimum Basic Pay in the said scale of pay is: ₹118500. Besides Basic Pay, Company provides Dearness Allowance (DA) [presently @ 20% on Basic Pay which is likely to be increased time to time], Compensatory Allowance (CA) [presently @ ₹400 per month at this level], House Rent Allowance (HRA) [presently @ ₹3000 per month at this level] and EPF (Employers’ Contribution) @ 12% on (Basic + DA).</p> <ul style="list-style-type: none"><li>In case of retired candidates, <b>Rs.1, 00, 000/- (Rupees one lakh only)</b> per month on consolidated basis (without linkage of pension drawn from previous service, if any), subject to revision by the Government/ Corporation from time to time.</li></ul> | Maximum 65 (sixty five) years as on the last date of receipt of application as per advertisement. However, this limit may be relaxed in case of deserving candidate. |
| <b>Other Facilities:</b> <ol style="list-style-type: none"><li>Leave would be admissible as per Tripura State Government’s Leave Rules.</li><li>Medical Bill reimbursement facility would be admissible as per Tripura State Government’s Rules.</li><li>TA bills for official tours will be provided as per Tripura State Government’s Rules.</li><li>Vehicle and Mobile facility as per Company Policy.</li></ol> |   |   |  |

➤ **Job Descriptions:**

**A. Managerial Responsibilities:**

- To effectively manage the finance and accounts functions with proper systems and controls;
- To establish systems and procedures that will bring positive results;
- To ensure random checks carried out to monitor the system functioning;
- To obtain feedback and take corrective measures for improvement in the systems and procedures;
- To effectively manage the company affairs and related legal matters;

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- To create proper environment for development and up gradation of skills in managing the company affairs;
- To inculcate work culture which has positive outlook and less scope for conflicts and in case of conflicts, resolution without affecting the work culture;
- To assign responsibilities to the executives and staffs according to their skills and capabilities;
- To ensure proper intra group, inter departmental and inter organizational working relations;
- To implement systems and procedures for consistency and quality in working;
- To motivate the staffs for group effective working to bring best out of them.

#### **B. Functional Responsibilities:**

- Overall in charge for developing and maintaining financial and accounting policies and procedures;
- Corporate fund planning and financial management;
- Developing proper systems and controls;
- Statutory compliance in finance functions;
- Advising in material procurement/ work contract;
- Effective control and monitoring of billing and revenue collections;
- Monitoring outstanding dues, preparing and implementing recovery action plans;
- Providing information for ARR and tariff filing and implementation of Regulatory Commission's matters;
- Coordination and interaction with other functionaries as well as with other outside agencies concerned in the best interest of the organization;
- Formulating good systems and procedures for smooth and effective management of company affairs;
- Ensuring statutory compliance with company law and various other legislations;
- Providing guidance and advice on matters relating to company law and other legal issues;
- Ensuring effective training and development to update and upgrade the skills of officers and staffs;
- Building quality knowledge based on all legal matters with special emphasis on company law;
- Maintaining cordial and healthy work culture with positive outlook facilitating organizational growth and excellence.

#### **➤ Job Specifications:**

- CA/ ICWA with F.C.S.
- Minimum 20 (twenty) years 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.

#### **➤ Nature of Service:**

- Contractual appointment for a period of 3(three) years which may be extended by the appointing authority on mutual consent.
- Will act as a Staff manager in the organization and report to the Managing Director of the Corporation.

#### **➤ Other Service Conditions:**

- No pension from Government of Tripura or Tripura Power Generation Limited (TPGL). However, will be entitled for benefits of EPF, if so desired and if applicable.
- Either party can terminate the contract by giving 30 days Notice or paying 1(one) month salary.
- Other service conditions will be as applicable to Tripura State Civil Service Officers of equivalent grade.
- In case of any officer of Government of Tripura is appointed on deputation, he will be Governed by the service conditions of his original employment.

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➤ **General Instructions to the Candidates:**

- i) Last date of receipt of application is **12<sup>th</sup> February, 2024 (up to 05:30 PM)**.
- ii) The candidates must have Permanent Resident of Tripura Certificate (PRTC).
- iii) Only short listed candidates will be called for interview.
- iv) No T.A. / D.A. will be paid by the Corporation for attending the interview.
- v) Selection will be based on interview only.
- vi) Selection committee reserves the right to relax any of the terms for selection & appointment.
- vii) The applications are to be submitted in prescribed format annexed herewith.
- viii) (a) Application after the last date, (b) incomplete in any respect and, (c) any fresh paper/ enclosures after closing date, shall not be considered.
- ix) The Corporation shall verify the antecedents or documents submitted by a candidate at any time, may be at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/ background and has suppressed the said information, then his/her services shall be terminated.
- x) Candidates should send self-attested photocopies of certificates and mark-sheets from matriculation/ Madhyamik onwards and other testimonials in support of their qualifications, experience, age, etc. Originals should not be sent along with the application but these must be produced at the time of interview for verification or any other time as decided by the Corporation.
- xi) In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Corporation reserves the right to modify/withdraw/cancel any communication made to the candidates.
- xii) In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Corporation shall be final.
- xiii) The in-service candidates may apply directly to TPGL. However, in case of selection of any in-service candidate, he/she has to submit the 'Release Order' or 'Deputation Order' from his/her present employer at the time of joining in TPGL, without which, his joining in TPGL will not be accepted.
- xiv) No correspondence will be entertained from candidates regarding postal delay, conduct and result of interview and reasons for not being called for interview.
- xv) Canvassing in any form will be a disqualification.
- xvi) No interim correspondence shall be entertained.
- xvii) The Corporation reserves the right not to fill up any of the vacancies advertised if the circumstances so warrant.
- xviii) The vacant post advertised may increase or decrease.
- xix) The prescribed job specifications are minimum and the mere possession of the same will not entitle a candidate for being called for interview.
- xx) Short-listing of the applicants, if necessary, shall be made by written test / academic records / higher educational qualifications and experiences. The decision of the Screening Committee and Appointing authority for the purpose of short listing the candidates from amongst the total number of applications received, shall be binding for all.
- xxi) The Corporation will not be responsible for any kind of postal delay.

The eligible candidates may send their detailed bio-data as per enclosed format along with self attested copies of mark-sheets, certificates and other testimonials being the proof of age, academic attainment, experience, state of domicile, etc. addressed to the **Managing Director, Tripura Power Generation Limited, Corporate Office, Bidyut Bhavan (Old Building), North Banamalipur, Pin – 799001** so as to reach the same on or before the last date of receipt of applications. The envelope containing the application should be super scribed as **"Application for the post of Chief Financial Officer (CFO) – cum – Company Secretary (CS) in TPGL"**.



**Debasish Sarkar**  
Managing Director  
Tripura Power Generation Limited

Name of the Post Applied for: *Chief Financial Officer (CFO) - cum -  
Company Secretary (CS)*

Advertisement No. : *TPGL/2023-24/01 dated, 08.01.2024*

Affix one recent  
passport size  
photograph

**BIO-DATA**

**A. Personal Information**

1. Name in full:
2. Whether Presently Working:  
*If yes,*
  - a) Present Designation:
  - b) Office/ Department:
  - c) Present Scale of Pay and Gross Emoluments:
3. Date of Birth (*in dd/mm/yyyy format*):
4. Age as on the last date of receipt of application:
5. a) Nationality:  
b) State of Domicile (*if Tripura, enclose PRTC*):
6. Category (ST/ SC/ UR):
7. Full address:

(i) Address for communication:

Telephone No.:              FAX No.:              Mobile No.:              Email ID:

(ii) Office Address (if presently working):

Telephone No.:              FAX No.:              Alternate Mobile No.:              Alternate Email ID:

(iii) Permanent Address:

Telephone No.:              FAX No.:              Alternate Mobile No.:              Alternate Email ID:

**B. Qualification Details (Matriculation/ Madhyamik onwards):**

a) Educational / Professional Qualification:

| Degree                                  | Name of University/ Institution | Year of passing | % of Marks & Class |
|---|---------------------------------|-----------------|--------------------|
| i) <u>Academic Qualifications:</u>      |                                 |                 |                    |
|   |                                 |                 |                    |
|   |                                 |                 |                    |
| ii) <u>Professional Qualifications:</u> |                                 |                 |                    |
|   |                                 |                 |                    |
|   |                                 |                 |                    |

**b) Details of Associate/ Fellow membership of CA/ ICWA/ CS institution:**

| Sr. No. | Name of the Body | Membership No. | Since When |
|---------|------------------|----------------|------------|
|         |                  |                |            |
|         |                  |                |            |

**c) Details of affiliation with other Professional bodies/ institution/ society, if any:**

| Sr. No. | Name of the Body | Membership No. | Since When |
|---------|------------------|----------------|------------|
|         |                  |                |            |
|         |                  |                |            |

**C. Experience: Details of Posts held from time to time:**

| Sr. No.  | Designation | Basic Pay Scale | Name of employer | Period |    | Experience |        | Remarks |
|--|-------------|-----------------|------------------|--------|----|------------|--------|---------|
|  |             |                 |                  | From   | To | Yrs        | Months |         |
|  |             |                 |                  |        |    |            |        |         |
| <b>Total Experience (use separate sheet, if required):</b> |             |                 |                  |        |    |            |        |         |

**D. Training: Details of training undergone in India & Abroad**

| Name of the training program | Institute where training is received | Period of training | Nature of training | Achievement |
|------------------------------|--------------------------------------|--------------------|--------------------|-------------|
|                              |                                      |                    |                    |             |
|                              |                                      |                    |                    |             |

**E. List of Academic/ Professional honors received:**

**F. If selected, minimum time required for joining the post:**

**G. Any other relevant information:**

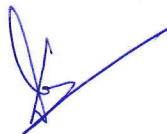
**DECLARATION**

I, ..... do hereby certify that all the above mentioned information given by me is correct and complete to the best of my knowledge and belief. I am not aware of any circumstance which may impair my fitness for employment in Tripura Power Generation Limited and if at any point of time any information provided by me is found incorrect, suitable disciplinary action may be taken against me.

I further declare that neither any disciplinary proceeding/ criminal proceeding/ vigilance proceeding is pending against me nor I have ever been arrested/ prosecuted/ kept under detention/ bound down/ find by a Court of Law/ convicted by a Court of Law for any offence/ debarred from any examination or rusticated by any University or any other educational authority or Institution/ debarred or disqualified by any Public Service Commission from appearing at its examinations or selections and even nor any case pending against me in any Court of Law/ University or any other educational authority or Institution at the time of filling up this job application.

Date:

Place:



**Signature of the Candidate**

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