TRIPURA Power Generation LIMITED

(A Government of Tripura Enterprise)

Appointment

Advertisement No. TPGL/2020-21/01 dated, 09.07.2020

Applications in prescribed format are hereby invited from the Indian Nationals for filling-up of the following vacant posts under Tripura Power Generation Limited (TPGL):

1. 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.	General Manager (Finance) Group – "A" **01** (UR – 01)	• In case of retired candidates, **Rs.80, 000/-**(Rupees eighty thousand only) per month on consolidated basis, subject to revision by the Government from time to time (without linkage of pension drawn from previous service, if any). • In case of in-service candidates on deputation, 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 from time to time.	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.

2. Job Descriptions:

A. *Managerial Responsibilities:*

a) To effectively manage the finance and accounts functions with proper systems and controls;
b) To establish systems and procedures that will bring positive results;
c) To ensure random checks carried out to monitor the system functioning;
d) To obtain feedback and take corrective measures for improvement in the systems and procedures;
e) To effectively manage the company affairs and related legal matters;
f) To create proper environment for development and up gradation of skills in managing the company affairs;
g) To inculcate work culture which has positive outlook and less scope for conflicts and in case of conflicts, resolution without affecting the work culture;
h) To assign responsibilities to the executives and staffs according to their skills and capabilities;
i) To ensure proper intra group, inter departmental and inter organizational working relations;
j) To implement systems and procedures for consistency and quality in working;
k) To motivate the staffs for group effective working to bring best out of them.

Functional Responsibilities:

a) Developing and maintaining financial and accounting policies and procedures;
b) Corporate fund planning and financial management;
c) Developing proper systems and controls;
d) Statutory compliance in finance functions;
e) Advertising in material procurement/ work contract;
f) Effective control and monitoring of billing and revenue collections;

g) Monitoring outstanding dues, preparing and implementing recovery action plans;
h) Providing information for ARR and tariff filing and implementation of Regulatory Commission's matters;
i) Coordination and interaction with other functionaries as well as with other outside agencies concerned in the best interest of the organization;
j) Formulating good systems and procedures for smooth and effective management of company affairs;
k) Ensuring statutory compliance with company law and various other legislations;
l) Providing guidance and advice on matters relating to company law and other legal issues;
m) Ensuring effective training and development to update and upgrade the skills of officers and staffs;
n) Building quality knowledge based on all legal matters with special emphasis on company law;
o) Maintaining cordial and healthy work culture with positive outlook facilitating organizational growth and excellence.
p) Preparation of company's annual accounts.

3. Job Specifications:

a) CA/ ICWA/ MBA with specialization in Finance
b) Minimum 20 years post qualification experience in budgeting, corporate planning, financial management, accounting, procurement and contracting, tariff formulation & regulatory matters, internal audit, works account, etc.
c) Candidate is required to be computer savvy.
d) Candidates having exposure in the power sector of any Central Government organization/ State Government organization/ Central PSU/ State PSU will be preferred. In case of any deserving candidates, the limit of 20 (twenty) years experience may be trim downed.

4. Nature of Service:

a) Contractual appointment for a period of 3(three) years which may be extended on mutual on consent.
b) Will report to the Managing Director of the Corporation.

5. Other Service Conditions:

a) 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.
b) Either party can terminate the contract by giving 30 days Notice or paying 1(one) month salary.
c) Other service conditions will be as applicable to Tripura State Civil Service Officers of equivalent grade.
d) 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.

6. General Instructions to the Candidates:

i) Last date of receipt of application is **10th August, 2020 (up to 05:30 PM)**.
ii) Only short listed candidates will be called for interview.
iii) Selection will be based on interview only.
iv) Selection committee reserves the right to relax any of the terms for selection & appointment.
v) The applications which are not in prescribed format shall be summarily rejected.
vi) (a) Application after the last date, (b) incomplete in any respect and, (c) any fresh paper/ enclosures after closing date, shall not be considered.

vii) The Corporation shall verify the antecedents or documents submitted by a candidate at any time 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.

viii) 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.

ix) 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.

x) In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Corporation shall be final.

xi) Applicants who are presently in employment under any organization of Government of India/ a State Government/ an Undertaking owned or controlled by the Government of India or a State Government/ an Autonomous Body/ a University/ a Local Body should route their applications ***through proper channel*** **OR** submit a ***No Objection Certificate*** from his/ her present employer along with the job application, without which the candidature of the applicant shall be treated as **cancelled**.

xii) No correspondence will be entertained from candidates regarding postal delay, conduct and result of interview and reasons for not being called for interview.

xiii) Canvassing in any form will be a disqualification.

xiv)No interim correspondence shall be entertained.

xv) The Corporation reserves the right not to fill up any of the vacancies advertised if the circumstances so warrant.

xvi)The vacant post advertised may increase or decrease.

xvii) The prescribed job specifications are minimum and the mere possession of the same will not entitle a candidate for being called for interview.

xviii) 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.

xix)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, etc. addressed to the Managing Director, Tripura Power Generation Limited, Bidyut Bhavan (Old Building), North Banamalipur, Agartala, Tripura (West), 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 General Manager (Finance) in TPGL".

9/11/2021

Mahananda Debbarma
Managing Director
Tripura Power Generation Limited