

RECRUITMENT RULES FOR THE POST OF MANAGER (FINANCE & ACCOUNTS)

(As approved by the Board in their 247 Meeting held on 26.06.2013)

1	Name of Post	:	Manager (F&A)
2	Classification	:	Group 'A' Post (E-2)
3	Whether selection post or Non selection post	:	Selection
4	Scale of Pay	:	Rs. 20,600-46,500 (IDA)
5	Age limit for direct recruitment	:	Not exceeding 45** years as on 1st Jan of Recruitment year.
6	Educational and other Qualifications for direct recruitment.		<u>Essential Educational Qualifications & Experience :</u> <u>Education Qualification(s):</u> Associate Member of Institute of Chartered Accountants/Institute of Cost & Works Accountants or 2 years full time MBA (Finance) with minimum 55%* marks (Desirable 60%) from a recognized University/Institution. <u>Experience:</u> 6 years post qualification experience responsible for handling Finance, Taxes, Balance Sheet and other Accounts functions in large organization/PSU out of which 4 years should be in an Executive position (equivalent to E-0 level of NSC) in related field. Should have ability to organize independently Finance and Accounts Division including Management Accounting, Cost Accounting, Budget preparation in a reputed large Organization. Weightage will be given to those having handled similar functions in a large Industry. Those working in PSU/Govt. should have 2 years experience in the next below scale i.e. Rs.16,400-40,500 or 5 years experience in the scale of pay of Rs. 12,600-32,500 and above or equivalent.
8	Period of Probation		One year extendable by maximum period of one more year, if considered necessary.
9	Method of Recruitment.	:	By promotion of the officers at the level of Asstt. Managers (E-1) of working in Finance & Accounts discipline in the scale of Rs. 16,400-40,500 (E-1) having 4 years experience in case of those meeting the above prescribed qualification and 5 years for those who are M.Com, B.Com plus Diploma in related field, failing which by direct recruitment.

*** Not applicable for existing Departmental Candidates**

**** { 1. Age Relaxation as per Govt. Rules
2. No age bar for Departmental Candidates }**
