



न्यूक्लियर पावर कॉर्पोरेशन ऑफ इंडिया लिमिटेड
(भारत सरकार का उद्यम)

NUCLEAR POWER CORPORATION OF INDIA LIMITED
(A Government of India Enterprise)

Advertisement No. NPCIL/HRM/GM (F&A)/2016/01

(Website : www.npcilcareers.co.in)

**Information Brochure for Direct Recruitment
to the post of General Manager (F&A)**

Nuclear Power Corporation of India Ltd.
Directorate of Human Resource
NPCIL HQs, 7th Floor, Vikram Sarabhai Bhavan
Anushakti Nagar, Mumbai - 400 094
C.I.N. U40104MH1987GOI149458

**Queries pertaining to online registration for the above posts
can be e-mailed to : npcilntrectt@npcil.co.in**

**(The E-Mail queries, if any, must be submitted well in time. No E-Mail queries will
be answered beyond 1400 hrs on 20th April 2016)**

Advertisement No. NPCIL/HRM/GM (F&A)/2016/01

(Website : www.npcilcareers.co.in)

Direct Recruitment of General Manager (F&A)

(Last date to apply online is 20th April 2016)

NPCIL, a premier Public Sector Undertaking (PSU) under Department of Atomic Energy, Government of India having comprehensive capability in all facets of Nuclear Technology namely Site Selection, Design, Construction, Commissioning, Operation, Maintenance, Renovation, Modernization & Up-gradation, Plant Life extension, Waste Management and Decommissioning of Nuclear Reactors in India under one roof, invites applications from Indian Citizens for following post to share these challenging spectrum of responsibilities.

Sl. No.	Post, Pay Scale & Appx. Monthly emoluments	Max age limit as on 20 th April 2016	No. of Post(s)	Educational Qualification, Experience & other criteria
1.	<p>General Manager (Finance & Accounts)</p> <p>Pay Scale:</p> <p>PB-4 : ₹ 37400 - 67000 /-</p> <p>Band Pay : ₹ 43000/-</p> <p>Grade Pay: ₹ 10,000/-</p> <p>Appx. Monthly emoluments at the minimum of Pay Band [BP + GP + Central DA @ 119%]</p> <p>₹ 1,16,070/-</p>	57 Yrs	01 (UR) Unreserved	<p>(a) Graduation in any discipline with not less than 60% marks, plus</p> <p>(b) CA/ICWA with pass class OR Two years full time MBA or equivalent with specialization in Finance from a recognized University / AICTE approved Institute, with not less than 60% marks in the Post Graduate Degree/Diploma in aggregate.</p> <p>Experience : 25 Years' relevant Post Qualification experience in the areas of Funds Management, Financial planning and budgeting / Insurance / Procurement finance, Resource Mobilization and knowledge of Excel, Access and Data Base Management Systems (DBMS) is essential. Based on the experience and performance in the interview, candidates may be considered for additional increments.</p> <p>The candidates for the above post must possess an experience of minimum of three (03) years in the immediate lower scale i.e. PB-4: ₹ 37400-67000, Grade Pay ₹ 8900/- (CDA Pattern) OR ₹ 51300-73000/- (IDA Pattern). Candidates working in private sector should possess similar experience at equivalent levels in private sector / MNC / Commercial Organizations and should be drawing a salary of not less than ₹ 1,06,000/- per month inclusive of dearness allowance.</p>

(Above pay scales are due for upward revision w.e.f. 01/01/2016 with the implementation 7th Pay Commission Scales).

In addition to Band Pay, Grade Pay & Central DA; other allowances/perks such as House Rent Allowance (in lieu of accommodation) / Leased Accommodation (at HQs / Projects), Site Location Allowance (only at Sites / Projects) @ 10% of Band Pay + Grade Pay, City Conveyance Allowance, Mobile Reimbursement, Electricity charges reimbursement, News Paper Reimbursement, Cable TV Reimbursement, Canteen Subsidy, Performance Linked Incentive etc. including PF, LTC and Medical facilities for self & dependents family members in all Units/Sites/Projects would be applicable as per the policies of the Company from time to time.

Note : (i) Candidates having Dual Specialization or General MBA shall not be eligible to apply for the post. MBA Specialization should be clearly indicated either on the marks sheet or certificate.

(ii) In case of educational qualifications; in addition to an institute being approved by UGC / AICTE; the particular Degree / Diploma awarded by that institute is also required to be an approved Degree / Diploma.

Job Profile : General Manager (Finance & Accounts) is responsible to Director (Finance) / Executive Director (Finance) for Accounts, Finance and Commercial functions, including taxation matters. He is responsible for evolving and formulating policies relating to entire gamut of financial operations, including resource mobilization statutory compliances etc. He is expected to play a leadership role and provide effective support in achieving sustained growth of NPCIL.

Reservation & relaxation : Since the post is advertised for unreserved candidate, reserved category candidates can apply for the same; if they fulfill all the advertised norms prescribed for unreserved candidates. They will not be eligible for any concession / relaxation in age, qualification and marks at any stage of the selection process.

Application Fee : Nil

Selection Process: Final selection of the candidates will be based on personal interview of only those eligible candidates those are shortlisted and called for interview. Outstation candidates those are called for interview will be reimbursed AC-2 Tier to and fro rail fare by the shortest route (including Rajdhani / Shatabdi / Durgam Express) on production of original journey tickets.

How to apply:

(i) Please visit www.npcilcareers.co.in for detailed information about the post and application process. Candidates meeting the eligibility criteria as mentioned in the advertisement need to apply online through NPCIL career website www.npcilcareers.co.in. The online application process will start from **23rd March 2016 at 10:00 Hrs** and will end on **20th April 2016 at 17:00 Hrs**.

(ii) After applying online, take the print out of filled-in application form and send it along with requisite enclosures, preferably by Registered / Speed Post addressed to 'DGM (HRM-NT & Trg), NPCIL, 7th Floor, North Wing, Vikram Sarabhai Bhavan, Anushaktinagar, Mumbai - 400 094, Maharashtra so as to reach on or before **30th April 2016** and preserve the postal receipt for future reference. The cover containing the application form and enclosures should be superscribed as- "APPLICATION FOR THE POST OF GENERAL MANAGER (F&A).

Please note that Online Application Process will close on **20th April 2016 at 17:00 Hrs**. Candidates will not be able to apply online after **20th April 2016 at 17:00 Hrs**. Besides, candidates are also required to send the physical print out of application form along with all the enclosures by **30th April 2016**. NPCIL will not be responsible for any postal delay and no print out of application along with enclosures shall be entertained after the last date of receipt of application i.e. **30th April 2016**; even though candidate has submitted the online application.

Important Timelines

Start date of online application	23 rd March 2016 at 10:00 Hrs
End date of online application	20 th April 2016 at 17:00 Hrs
Sending Print Out of filled-in application form along with enclosures	On or before 30 th April 2016

List of Enclosures: Self-attested photocopies of the following documents in proof of Age; Qualifications, experience etc. should be attached with the prescribed printed application form. Original certificates will, however, be scrutinized/verified at the time of interview.

- (i) SSC Certificate with marks sheet in support of DATE of Birth,
- (ii) 12th Class Pass Certificate with marks sheet,
- (iii) Graduation (Degree) Certificate / Provisional Degree Certificate with marks sheet of all the years / semesters.
- (iv) CA / ICWA / PG Degree / PG Diploma / MBA Degree Certificate with marks sheets of all the years / semesters.
- (v) Certificate from the concerned University clearly mentioning the % age of marks / Division of passing Graduation / Post Graduation Degree; if the same is not mentioned in the degree certificate / marks sheet.
- (vi) Membership certificate from the Institute of Chartered Accountants of India / Institute of Cost Accounts of India; wherever applicable.
- (vii) In case of PG Degree / PG Diploma / MBA Degree; if the specialization is not mentioned in the concerned degree certificate / marks sheet, the same shall be obtained from the concerned authority and submitted.
- (viii) Details of Experience by the candidate starting from present employment as per format given at Annexure 'I'
- (ix) Service Experience Certificate by the concerned employer indicating period / area of work in the prescribed CDA / IDA pay scale along with a copy of the pay slip for any one month of every year covering the total prescribed eligibility period to establish eligibility should be enclosed.
- (x) Caste Certificate should be in the prescribed format for "Appointment to the posts under the Government of India" duly issued by concerned authority shall be attached.

(The applications which are not supported with the above listed documents will not be considered and will be summarily rejected).

Annexure 'I'
(Refer list of enclosures Point No. viii)

Details of Post Qualification Experience as an Executive / Officer

(To be neatly hand written or typed on A4 size paper by the candidate. Use extra sheet; if required)
(Relevant proof of experience and Pay Scale / CTC shall be attached; to determine eligibility)

Sl. No.	Name of the Organization	Designation	Period of Employment as an Executive / Officer			Pay last drawn along with Pay scale / CTC	Details of Experience
			From (DD/MM/YYYY)	To (DD/MM/YYYY)	Total Period (Years, Months & Days)		
Start with present employment							
01.							
02.							
03.							
04.							
Total Post Qualification Relevant Experience as an Executive / Officer as on 20/04/2016							

GENERAL CONDITIONS

1. Only Indian Nationals are eligible to apply for the above post.
2. The cut off date for reckoning Maximum Age Limit, qualification and Post Qualification Experience would be last date of filling online application i.e. **20th April 2016**. The cut-off date for determining all eligibility criteria i.e. **20th April 2016**; would remain same even if the last date for submission of online application is extended for administrative / technical reasons.
3. Post Qualification experience will be calculated only after passing the prescribed professional qualification. Candidate should indicate exact post qualification experience in Years & Months. **Eg. 24 Years 11 Months should not be rounded off to 25 years.** The date will be calculated from the date of issuance of final marks sheet / certificate.
4. Candidates from Private Sector / MNCs, please note that only Basic Pay and Dearness Allowances shall be taken into account which shall not be less than ₹ 1,06,000/- per month; in order to determine the equivalency of pay in the next lower scale. No other allowances / perks / incentives / CTC shall be taken into account for determining equivalency of pay in lower scale.
5. Exact percentage of marks should be mentioned in Graduation and Professional Qualification percentage of marks column. E.g. **59.9% should NOT be rounded off to 60%.**
6. Candidates are required to produce relevant certificate from Principal / Dean of the Institute in support of approval / recognition of the Institute & Course by AICTE at the time of interview.
7. Candidates who are awarded Gradations under the CGPA system are required to produce proof issued by the University / Institute converting the CGPA Gradations into appropriate percentage at the time of interview.
8. Before submitting the online application form, ***the candidate must ensure that they fulfill all the eligibility criteria with respect to age, educational qualifications and work experience as published in the advertisement. If the candidate is not eligible, his / her candidature will be cancelled at any stage of the recruitment.*** If the candidate qualifies in the selection process and subsequently, it is found that he / she does not fulfill the eligibility criteria, his / her candidature will be cancelled and if appointed, the services will be terminated without any notice or compensation.

9. Online applications containing incorrect / misleading information will lead to the candidate being disqualified, as and when detected, irrespective of the stage of selection process and will also lead to dismissal from services of the NPCIL, on its detection anytime after appointment. The NPCIL will not entertain any correspondence from these candidates.

10. All candidates belonging to ST/SC/OBC/PWD category shall produce at the time of interview; self-attested copy of the caste certificate in the prescribed 'Central Government' format from the Competent Authority empowered to issue such certificate along with originals for verification.

11. The candidate's appointment will remain provisional subject to caste/tribe certificates being verified through proper channel and verification of testimonials. The candidate's services will be liable to be terminated forthwith without assigning any reason in case the above verification reveals that his/her claim for belonging to SC/ST/OBC/PWD category and other testimonials is found false. The NPCIL also reserves its right to take such further action against the candidate, as it may deem proper, for production of such false Caste Certificate.

12. The minimum disability in case of PWD candidates is 40%. Sub-category of disability, i.e. visually handicapped (VH), hearing handicapped (HH) and orthopedically handicapped (OH) may also be indicated. The PWD candidates shall possess a Certificate to this effect issued by the Board/countersigned by the Medical Superintendent/Chief Medical Officer/Head of Hospital of Government. ***Necessary assistance for access & seating will be provided to PWD candidates during interview.***

13. Candidates employed with Government Departments/PSUs/Autonomous Bodies should submit the applications through proper channel. However, they may send an advance copy. In case their applications are not routed through proper channel, they will be required to produce **No Objection Certificate (NOC)** at the time of interview. **Please note that candidates employed with Govt. Deptt/PSUs / Autonomous Bodies will not be allowed for interviews without production of NOC nor will be paid any amount towards travel reimbursement.**

14. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle applicants to be called for Interview.

15. NPCIL reserves the right to cancel/restrict/enlarge/modify/alter the recruitment process, if need so arises.

16. NPCIL reserves the right **NOT** to select a candidate for a post, if suitable candidate is not found.

17. Appointment of the candidate in the NPCIL will also be subject to Medical fitness, satisfactory reference check and verification of Character and Antecedents (C&A) and Special Security Questionnaire (SSQ) by the prescribed authority.

18. All positions advertised under the Advt. No. NPCIL/HRM/GM(F&A)/2016/01; carry with it the liability to serve in any of the Units of the NPCIL or at any other place in India / Abroad depending upon NPCIL requirements.

19. At the time of interview, the applicants have to produce **all original certificates for verification of date of birth, caste, disabilities, qualification, experience etc. and certificate / authentic documents in original in support of any claim along with self attested copies of all such certificates / documents.** No Applicant will be interviewed, if any of the required certificates / documents are not produced.

20. Only those outstation candidates who are short listed and have attended interview will be reimbursed AC-2 Tier to and fro rail fare by the shortest route (including Rajdhani / Shatabdi / Duranto Trains) on production of original journey tickets.

21. If Applicant is not interviewed due to not meeting the eligibility criteria or non production of the required documents including NOC, travel ticket etc. No traveling expenses for coming for interview will be reimbursed.

22. Candidates are requested to visit the NPCIL career website www.npcilcareers.co.in regularly for updates. All communication to the candidates will be made through above website and / or will also be sent e-mail / SMS.

23. In case of any ambiguity / dispute arising on account of interpretation in versions other than English, the English version shall prevail.

24. At any stage of this recruitment process including after recruitment or joining, if any of the following is detected, the said applicant will be liable to be disqualified, prosecuted and debarred for all appointments in NPCIL and his/her application / appointment will be rejected forthwith:

If the applicant:

- a. has provided wrong information or submitted false documents or
- b. has Suppressed relevant information or
- c. does not meet the eligibility criteria prescribed for the post or
- d. is found guilty of impersonation or
- e. has uploaded non-human or irrelevant photograph.

25. In case of any dispute, legal jurisdiction will be Mumbai.

26. **Canvassing in any form shall be a disqualification**

27. **Records of the candidates not selected shall not be preserved beyond 06 months from the date of publication of Select List.**

**NPCIL STRIVES TO HAVE A WORK FORCE WHICH REFLECTS GENDER BALANCE AND WOMEN
CANDIDATES ARE ENCOURAGED TO APPLY.
NUCLEAR POWER - AN INEVITABLE OPTION**