

**Recruitment of posts on Absorption Basis
Vacancy Notice No. 03/2025 Dated 30/04/2025**

Bharuch Dahej Railway Company Limited (BDRCL) is a Company incorporated as a project specific Special Purpose Vehicle (SPV) in the State of Gujarat for providing Railway Line connectivity under National Rail Vikas Yojna (NRVY) launched by the Ministry of Railways (MoR), Government of India.

The Company invites applications for the following posts tabulated below:

Sr. No.	Post	Number of Vacancy	Place of Posting
1	Chief Financial Officer (CFO)	1	New Delhi

Application duly filled and signed by the candidate must be sent in the prescribed format only, which can be downloaded from the BDRCL website at www.bdrail.in or www.rvnl.org with no corrections/alteration/overwriting. The application should be accompanied by self-attested copies of mark sheets/certificates in support of educational qualifications and post-qualification experience as mentioned in the application form, to confirm the candidate's eligibility to the AGM/HR, Bharuch Dahej Railway Company Limited # 39-42 (3rd Floor H-Block) Indra Palace, Connaught Circus, Inner Circle, New Delhi- 110001, Applications must be submitted by post/ courier and also be emailed to the AGM/HR of BDRCL at agmhr@bdrail.in.
The last date for receipt of applications is 25-05-2025.

ELIGIBILITY CRITERIA / JOB PROFILE, DETAILED TERMS & CONDITIONS

I.	NAME OF POST	Chief Financial Officer (CFO) on absorption basis
1.	PROBATION PERIOD	1 Year
2.	NO. OF POST	One (1)
3.	LOCATION	New Delhi
4.	MAXIMUM AGE	50 Years as on the date of vacancy notification i.e. 30.04.2025
5.	EDUCATIONAL QUALIFICATION	<p>Essential:</p> <ol style="list-style-type: none">1. Bachelor's Degree from a recognized University2. Chartered Accountant from the Institute of Chartered Accountants of India (ICAI).3. The candidate should be a member of ICAI. <p>Desirable:</p> <ol style="list-style-type: none">1. Preference to candidates having completed Diploma/Certification course from ICAI in Ind-AS, GST.2. Worked as Key Management Personnel (KMP) in a company/undertaking and/or PSU of Railways sector, Logistic Sector.3. Preference shall be given to candidates having experience of working with undertaking and/or PSUs of Railways Sector, Logistics Sector.4. Preference shall be given to candidates with knowledge of Computer/IT skills and its applications.
6.	WORK EXPERIENCE	<p>Mandatory experience (Post Qualification):</p> <p>Min. 7 (Seven) years post qualification experience in the field of Corporate Accounting/Finance/Taxation, preparation and finalization of annual account, Advance Tax, TDS, GST, Ind-AS etc.</p>
7.	OTHER SKILLS	<ul style="list-style-type: none">• Excellent communication skills – written, verbal, presentation, Fluency in English.• Strong organizational, analytical, and interpersonal skills.
8.	JOB PROFILE	<ul style="list-style-type: none">• To work as a Key Management Personnel (KMP) as a Chief Financial Officer.• Timely preparation of Quarterly/Half yearly/Annual Financial Statements in format prescribed under Companies Act, 2013 along with Significant Accounting Policies and Notes to the Accounts in Compliance with the applicable Accounting Standards (IND-AS). Co-ordination with Banks for Bank Loan related compliances, co-payments.• Co-ordination with Auditors of the Company for Statutory Audit, Internal Audit, Tax Audit, CAG Audit, etc. Preparation

		<p>and submission of all documents as per requirements of Auditors and preparation of replies to Audit observations.</p> <ul style="list-style-type: none"> • Scrutiny of Contractors' bills, all third-party payments, and checking of Monthly revenue and O&M sheets received from Western Railway. • Bank and treasury function. • Responsible for Budgeting, Forecasting & Cost control. Responsible for all regulatory and statutory compliances related to Accounts/Finance/Taxation/Audit etc. • Assessment and timely payment of GST, TDS, Advance Tax, etc., and filing of necessary monthly, quarterly, half-yearly, and annual returns. • Responsible for the overall functions of Finance and Accounts of the Company, including Funds Management and Corporate governance. • Any other work as may be assigned from time to time by the management.
9.	DESIGNATION & SCALE OF PAY (IDA SCALES OF PAY)	Chief Financial Officer (CFO), Grade– E-4 Scale of Pay (70,000 – 2,00,000)
10.	EMOLUMENTS	As per the policy of the Company under IDA Scales of Pay
11.	SELECTION PROCESS	<p>The selection will be through Interview & Personal interaction by the Interview Panel on the basis of eligibility, experience, qualification & performance during Interview/Interaction.</p> <p>Note:</p> <ul style="list-style-type: none"> • Mere fulfilling the eligibility terms and conditions/requirement/qualification will not vest any right on the candidates to be called for Interview. • BDRCL reserves the right to call a limited number of candidates for interview after screening/short-listing with reference to the candidate's qualification, suitability, etc. The decisions of the Company will be final.
12.	HOW TO APPLY	<p>Applications along with detailed bio-data (with passport size photograph, age, qualifications, experience, salaries drawn and achievements) in the prescribed format must reach the following address within the time prescribed in the advertisement & must be sent via email and by Post/courier, to email address of the AGM/HR/BDRCL i.e. agmhr@bdrail.in by 25.05.2025.</p> <p>To download the application form, kindly visit Company's website at: www.bdrail.in or www.rvnl.org</p> <p>Before applying for the post, a candidate should ensure that he/she fulfils the eligibility criteria and other requirements specified in this advertisement.</p>

		<p>Application duly filled and signed by the candidate must be sent in prescribed format only with no corrections/alteration/overwriting, along with self-attested copy of mark sheets/certificates in support of his/her education qualification/post qualification experience indicated in the application form to confirm the candidate's eligibility to the AGM/HR, Bharuch Dahej Railway Company Limited # 39-42 (3rd Floor H-Block) Indra Palace Connaught Circus Inner Circle, New Delhi- 110001, by Post.</p> <p>The application form is attached as Annexure-A, and the undertaking form is attached as Annexure-B."</p> <p>The email containing application for the post should be captioned as "Application for the Post of Chief Financial Officer against Vacancy Notice No. 03/2025 dated 30.04.2025.</p> <p>Note: Applications received after 25.05.2025 shall not be considered by the Company.</p>
13.	GENERAL INSTRUCTIONS	<p>The appointment of Chief Financial Officer will be made on the basis of permanent absorption basis in the company on successful completion of the probation period of 1 (One) year. Selection will be finalized after interview of all eligible candidates appearing on the date of interview. The eligible candidates will be intimated of the date & venue of interview in New Delhi by post/email.</p> <p>The candidate has to submit his/her willingness for the post at the time of interview itself, clearly stating that he/she will join the post, if selected, in the format attached in Annexure B. If any candidate does not initially give his/her willingness, he/she will not be interviewed. The selected candidate will have to join within 1 (One) month of issue of letter of appointment.</p> <p>Candidates will have to produce original of all education qualification certificates/mark sheets, experience certificates, at the time of interview, failing which his/her candidature may be cancelled.</p> <p>Applications incomplete in any respect or not in compliance with the above instructions shall be liable for rejection.</p> <p>Decision of the Company in all matters related to the said recruitment shall be final and binding on the candidates. The Company shall not entertain in this behalf any Correspondence or personal enquiry.</p> <p>Selected candidate will have to produce a valid relieving letter from his/her current employer before joining the service.</p>

		<p>The Company reserves the right to reject any candidate's application without assigning any reason.</p> <p>Applications received after last date of receipt, shall not be considered in selection process.</p>
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BDRCL

Annexure A
PROFORMA
APPLICATION FORM

Post Applied For: _____

Please affix a
self-attested
photograph

1. (a) Name of the Applicant (in full) _____
(b) Present or Last Designation held by Applicant (in full) _____
(c) Organization _____
(d) Office Address _____
2. Address for communication _____
3. Telephone No. : Office _____ Residence _____
Fax No. _____ Mobile No. _____
4. E-mail address _____
5. Date of Birth _____
Age as on date of issue of vacancy notice (i.e. 30.04.2025) _____ Years _____ Months
6. Nationality _____
7. Pay and total annual emoluments drawn in the present / last assignment held: _____
8. Eligibility Criteria :

	Qualification	Institution	Year
Educational / Professional Qualifications (along with the name of Institutions)			
(a) Graduation			

(b) CA			
(c) ICAI Membership (ACA/FCA)			
(d) Other qualifications			

9. Experience/Positions held during the preceding years : (Chronological start with recent one)

Sl. No.	Organization	Designation & Place of Posting	From (DD/MM/YYYY)	To (DD/MM/YYYY)	Total Experience (Years / Months / Days)	Key Responsibilities, Relevant work Experience & Achievements
1.						
2.						
3.						
4.						

10. Certification and Affiliations

Sl. No.	Particulars of Certification	Certifying Body	Date of Issuance	Date of Validity, if any

11. Skills

Sr. No.	Management Skills	Technical Skills

12. Job Fitness and Strategic Vision (explain your fitness and your strategic vision in 500 words)

13. (a) Whether any punishment awarded to the applicant during the last 4 years
If yes, the details thereof

Yes	No
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(b) Whether any action or inquiry is going on against him/her as far as his/her knowledge goes
If yes, the details thereof

Yes	No
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I _____ son/daughter of _____ Resident of _____
_____ certify that the details furnished by me in Cols. 1 to 11 are true and I am eligible for the post.

Date:

(Name & Signature of the applicant)

Note: Please attach self- attested copies of proof of

- 1. Date of birth*
- 2. Educational Qualification certificates*
- 3. Experience certificates pertaining to the positions held during the preceding years, as detailed in Sr. No. 9.*
- 4. CV- Curriculum Vitae*

(THE INFORMATION RECEIVED WILL BE TREATED AS CONFIDENTIAL)

Annexure B

Undertaking

I, _____, S/o, or D/o Shri. _____, presently serving as _____ in the _____, do hereby undertake that if I am selected for the post of _____, Bharuch Dahej Railway Company Limited (BDRCL), New Delhi, I will not ask for an extension in joining time and will resign from the present position before joining BDRCL. In case I am unable to join the post offered to me during the joining time, I will have no claim for that post of Chief Financial Officer/BDRCL as a matter of right.

Name:

Designation:

Date:

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