



**BHARUCH DAHEJ
RAILWAY COMPANY LTD.**

भरुच दहेज रेलवे कम्पनी लि.

CIN : U45203 DL2006 PLC155511

Registered Office :
39-42, (3rd Floor H Block) Indra Palace,
Connaught Circus Inner Circle,
New Delhi - 110 001.
Tel. : 011- 43586814/17
Fax : 011 - 43856813

**Recruitment of various posts on Contractual Basis
Vacancy Notice No. 02/2022 dated 08.11.2022**

Bharuch Dahej Railway Company Limited (BDRCL) is a Company incorporated as a project specific Special Purpose Vehicle (SPV) to undertake Gauge Conversion of Railway Line 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	Assistant Manager (Finance and Accounting)	2	1- New Delhi 1- Vadodara
2	Senior Executive (Finance and Accounting)	2	1- New Delhi 1- Vadodara
3	Assistant Manager (HR and Administration)	1	Vadodara
4	Senior Executive (HR and Administration)	2	1- New Delhi 1-Bharuch

Number of posts indicated above are provisional and may increase or decrease as per the requirement of BDRCL.

Eligibility Criteria, Job Profile & Detailed Terms & Conditions

1.	Name of Post	Assistant Manager (Finance and Accounting) –AM-II
2.	No. of Post	2
3.	Location	1 - New Delhi 1 – Vadodara
4.	Maximum Age	40 years as on date of vacancy notification.
5.	Educational Qualification	<u>Essential:</u> 1. Bachelor’s degree from a recognized University 2. Chartered Accountant (should be a member of Institute of Chartered Accountants of India) or Cost Management Accountant (should be a member of Institute of Cost Accountants of India)
6.	Work Experience	<u>Mandatory Experience (Post Qualification):</u> 0 – 1 year in the field of Corporate Accounting/ Finance/ Taxation, book keeping, Advance Tax, TDS, GST, IND-AS. <u>Desirable:</u> Preference shall be given to candidates having experience of working with undertaking and/or PSUs of Railways Sector, Logistics Sector.
7.	Other Skills	Well conversant in latest Computer/IT skills and its applications. Excellent communications skills - written, verbal, presentation, Fluency in English Strong organizational, analytical and interpersonal skills.
8.	Job Profile	<ul style="list-style-type: none">• 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, payments• Co-ordination with Auditors of the Company for Statutory Audit, Internal Audit, Tax Audit, CAG Audit, etc.• Co-ordination with Credit rating agencies• Preparation and submission of all documents as per requirements of Auditors and preparation of replies to Audit observations• Scrutiny of Contractors bills, all Third party payments, and verifying the Monthly revenue and O&M sheets received from Western Railway.• Preparation of bank reconciliation statement• Responsible for Budgeting, Forecasting & cost control• Responsible for all regulatory and statutory compliances related to Accounts/ Finance/ Taxation/ Audit etc.

		<ul style="list-style-type: none"> • 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 • Any other work as may be assigned from time to time by the management.
9	Nature of Position	Contractual Basis for 1 year, further extendable on performance basis.
10.	Consolidated Pay	Rs. 50,000-60,000/- per month.

1.	Name of Post	Senior Accountant – S-5
2.	No. of Post	2
3.	Location	1 - New Delhi 1 – Vadodara
4.	Maximum Age	40 years as on date of vacancy notification
5.	Educational Qualification	<u>Essential:</u> Bachelor’s degree of Commerce from a recognized University. Preferable: with Inter CA/CMA
6.	Work Experience	<u>Mandatory Experience:</u> Minimum three years in the field of Corporate Accounting/ Finance/ Taxation, book keeping, Advance Tax, TDS, GST, IND-AS <u>Desirable:</u> Preference shall be given to candidates having experience of working with undertaking and/or PSUs of Railways Sector, Logistics Sector.
7.	Other Skills	Well conversant in latest Computer/IT skills and its applications. Excellent communications skills - written, verbal, presentation, Fluency in English Strong organizational, analytical and interpersonal skills.
8.	Job Profile	<ul style="list-style-type: none"> • Accounting, book keeping & data entry • Time to time making entries in tally • Preparation of vouchers • Checking, verifying and making payments • Bank reconciliation statement • Coordination with Bankers • Reporting and MIS • Assistance in tax compliances relating to TDS, GST, GST-TDS • Assistance in Preparation of tender etc. • Monitoring the various agreements • Assistance to the Senior team members • Scrutiny of Contractors bills, all Third party payments. • Checking of Monthly revenue and O&M sheets received from Western Railway. • Responsible for Budgeting, Forecasting & cost control • Responsible for all regulatory and statutory compliances related to Accounts/ Finance/ Taxation/ Audit etc. • Assistance in timely payment of GST, TDS, Advance Tax etc., and filing of necessary monthly, quarterly, half yearly and annual returns

		<ul style="list-style-type: none">• Any other work as may be assigned from time to time by the management
9	Nature of Position	Contractual Basis for 1 year, further extendable on performance basis.
10.	Consolidated Pay	Rs. 35,000-40,000/- per month.

1.	Name of Post	Assistant Manager (HR and Administration) AM-II
2.	No. of Post	1
3.	Location	1- Vadodara
4.	Maximum Age	40 years as on date of vacancy notification
5.	Educational Qualification	<u>Essential:</u> Post Graduate degree from a recognized University. Preference shall be given to candidates with degree from a recognized University in HR, Admin or Law.
6.	Work Experience	<u>Mandatory Experience (Post Qualification):</u> Minimum four years in the field HR & Admin or Law.
7.	Other Skills	Well conversant in Computer/IT skills and its applications Excellent communications skills - written, verbal, presentation, Fluency in English Strong organizational, analytical and interpersonal skills.
8.	Job Profile	<ul style="list-style-type: none"> • Maintaining staff MIS and records • Recruitment and Exit/Relieving formalities • Preparation of Muster, Salary sheet, Pay slips • Maintaining leave records • Submission of Provident Fund and Professional Tax • Processing company payroll • Propose/Conduct disciplinary actions • Monitoring housekeeping activities, organizing events, conducting regular inspections of office infrastructure development. • Handle Grievances of employees and Maintaining Discipline • Overall coordination of manpower planning, recruitment, induction, and ensuring cultural fit. • Maintenance of filing system of the office • Routine office administration matters.
9	Nature of Position	Contractual Basis for 1 year, further extendable on performance basis.
10	Consolidated Pay	Rs. 50,000-60,000/- per month.

1.	Name of Post	Senior Executive (HR and Administration) S-5
2.	No. of Post	2
3.	Location	1- Delhi 1- Bharuch
4.	Maximum Age	40 years as on date of vacancy notification
5.	Educational Qualification	<u>Essential:</u> Bachelor's degree from a recognized University. Preference shall be given to candidates with degree from a recognized University in HR, Admin or Law.
6.	Work Experience	<u>Mandatory Experience (Post Qualification):</u> Minimum three years in the field HR & Admin or Law.
7.	Other Skills	Well conversant in Computer/IT skills and its applications Excellent communications skills - written, verbal, presentation, Fluency in English Strong organizational, analytical and interpersonal skills.
8.	Job Profile	<ul style="list-style-type: none"> • Assistance in maintaining staff MIS and records • Assistance in Preparation/Review of Muster, Salary sheet, Pay slips • Maintaining leave records • Submission of Provident Fund and Professional Tax • Processing company payroll • Assistance in Monitoring housekeeping activities, organizing events, conducting regular inspections of office infrastructure development. • Maintaining Grievances records • Assistance in filing system of the office • Routine office administration matters.
9	Nature of Position	Contractual Basis for 1 year, further extendable on performance basis.
10	Consolidated Pay	Rs. 35,000-40,000/- per month.

Other Information

1.	Service Conditions	Selected candidate will be initially engaged on contractual basis for a period of one year extendable as per requirement and after performance review.
2.	Selection Process	<p>The applications received by the Company will be shortlisted based upon the eligibility criteria and completeness of the application.</p> <p>The shortlisted candidates will be intimated about the schedule of the interview through notification on email/letter by post.</p> <p>The selection will be through Interview & Personal interaction on the basis of eligibility, experience, qualification & performance during Interview/interaction.</p> <p>Note:</p> <p>a) Mere fulfilling the eligibility terms and conditions/ requirement/qualification will not vest any right on the candidates to be called for Interview.</p> <p>b) BDRCL reserves the right to call only the requisite/limited number of candidates for interview after screening/short-listing with reference to the candidate's qualification, suitability, etc.</p>
3.	How to Apply	<p>Applications for the post to be submitted by eligible and willing candidates in the prescribed format (duly filled and complete in all respect and with all attachments) alongwith updated CV, to be sent through post only to registered office address of the company i.e. 39-42, 3rd Floor, Indra Palace, H-Block, Middle Circle, Connaught Place, New Delhi-110001 by 29.11.2022. Application format attached as Annexure-A.</p> <p>The envelope containing application for the post, should be captioned as “Application for the Post of _____/BDRCL against Vacancy Notice No. – 02/2022 dated 08.11.2022.”</p> <p>Note: Applications received after prescribed date, i.e. 29.11.2022 shall not be considered.</p>
4.	General Instructions	<p>a) Before applying for the post, a candidate should ensure that he/she fulfills the eligibility criteria and other requirements specified in this advertisement.</p> <p>b) Application duly filled and signed by the candidate must be sent in prescribed format only with no corrections / alteration / overwriting.</p> <p>c) The candidates should send a 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. Copy of a valid Identity Proof</p>

		<p>(PAN, Aadhaar, Passport, Voter-Id) and valid Address Proof (Aadhaar, Passport, Voter-Id)</p> <p>d) 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>e) Applications incomplete in any respect or not in compliance with the above instructions shall be liable for rejection.</p> <p>f) 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>g) BDRCL reserves the right to reject any candidate's application without assigning any reason.</p> <p>h) Applications received after last date of receipt, shall not be considered in selection process.</p>
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PROFORMA

APPLICATION FORM

Post Applied For: _____

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

	Qualification	Institution	Year
Educational / Professional Qualifications (along with the name of Institutions)			
(a) Graduation			
(b) Post-graduation			
(c) Other qualifications			

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

Sl. No.	Designation & Place of Posting	Organization	From	To	Details of relevant work experience and 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)

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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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14. Specify the location applying for Delhi / Vadodara / Bharuch

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 Certificate*

(THE INFORMATION RECEIVED WILL BE TREATED AS CONFIDENTIAL)