



दादरा नगर हवेली ऊर्जा वितरण निगम लिमिटेड

DNH POWER DISTRIBUTION CORPORATION LTD.

(सरकार का उपक्रम)

(A GOVERNMENT UNDERTAKING)

Vidhyut Bhavan, Opp. Secretariat, Silvassa - 396230, D. & N.H.
Tele/Fax : 0260-2642338, Web site : www.dnhpdcl.in

No. DNHPDCL/40/2013/1650

Dtd. 31.07.2013.

Applications are invited for filling the following posts in this Corporation.

Sr. No.	Post	Pay Scale	Qualification & Experience	Upper age limit as on last date of receipt of application	No. of post
1	2	3	4	6	7
1.	Dy. Manager (Accounts)	PB II 9300-34800 GP ₹.4800/-	Chartered Accountant with <u>one year</u> experience in maintaining the accounts including finalization of accounts of any any Corporation, Electricity Boards, Companies or any Govt. / Semi Govt. Organization Or M.Com. with advanced Accounting and Auditing from any recognized University with minimum <u>Five years</u> experience in maintaining accounts in double entry system of Accounting and Finalization of accounts of any Corporation, Electricity Boards, Companies or any Govt. / Semi Govt. Organization. And Adequate knowledge in computer and in handling accounting software like Tally.	30 years as on 26.08.2013.	1
2.	Asst. Manager (Accounts)	PB II 9300-34800 GP ₹.4200/-	1. B. Com with Accountancy and Auditing from any recognized University. 2. Adequate Knowledge in computer operation with exposure in handling accounting software like Tally etc. 3. <u>Two years</u> experience in accounts related work in any Govt. Undertaking, Electricity Boards, Corporations, Semi Govt. Organisation which maintains accounts in double entry system of accounting.	30 years as on 26.08.2013.	1



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3.	Accountant	PB I 5200- 20200 GP ₹.2800/-	1. B. Com with Accountancy and Auditing from any recognized University. 2. Adequate knowledge in computer operation with typing speed of 35 w.p.m in English and or 30 w.p.m. in Hindi on computer.	25 years as on 26.08.2013.	1
4.	Assistant Manager (HR)	PB II 9300- 34800 GP ₹.4200/-	Degree in any discipline from a recognized University. 4 years experience in handling establishment, service and administrative matters in a supervisory position in any Government / semi Government. Organization, Electricity Boards, Corporations, Undertakings etc. with Adequate knowledge in computer.	30 years as on 26.08.2013.	1

Full details of essential educational qualification, experience etc. and the format in which the applications are to be submitted are available in the website www.dnhpdcl.in. Candidates desires to apply for more than one post shall submit separate application for each post in separate covers superscribing "Application for the post of _____".

Applications in the prescribed format alongwith attested copies of all certificates should reach the undersigned on or before 26.08.2013.

Incomplete applications and applications not in the prescribed format and which are received after the last date of receipt will not be entertained. Postal delay or any other such reason will not be accepted.


21/7/13

(John Koickal)
General Manager (Fin & HR)



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PROFORMA – I.

Name of Post applied for

:-

Last date for receipt of application.

:- 26.08.2013

Paste a
latest
passport
size
photograph

1.	Name (in capital letters)	
2.	Full Address	
3.	Marital Status	
4.	Religion / Caste	
5.	a) Date of birth b) Age	
6.	Educational Qualifications	(i) (ii) (iii) (iv)
7.	Experience	i) From _____ to _____. (____ years ____ months ____ days) ii) From _____ to _____. (____ years ____ months ____ days) iii) From _____ to _____. (____ years ____ months ____ days) iv) From _____ to _____. (____ years ____ months ____ days) Total experience ____ years ____ months
8.	Other relevant information's.	



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This is to certify that all the information given here in above are correct.

Signature of
candidate

(Name of Candidate)

Note :-

1. Giving any false information will automatically disqualify the candidate for interview / selection and appointment.
2. Attested copies of all certificates, mark sheets in respect of item No. 5, 6, and 7 shall be submitted alongwith the application.
3. Attested copies of proving the caste in case of SC, ST and OBCs should also be attached with the application.
4. Two recent passport size photos shall also be attached with the application.
5. Candidates who are not fulfilling all criteria given in the advertisement need not apply.