



# सिडकुल कॉन्कॉर इन्फ्रा कम्पनी लिमिटेड SIDCUL CONCOR INFRA COMPANY LIMITED

बहुविध सभारतंत्र कम्पनी

A Multi Modal Logistics Company

भारत सरकार का उपक्रम - कॉन्कॉर एवं सिडकुल का एक संयुक्त उद्यम

(Govt. of India Undertaking - A Joint Venture of CONCOR & SIIDCUL)

Phone : 05944-257102, web : www.sidculconcor.com, CIN - U63000UR2013PLC000605

## WALK-IN-INTERVIEW

SIDCUL CONCOR Infra Company Limited (SCICL), a Joint Venture Company of Container Corporation of India Limited (CONCOR - A Navratna Public Sector Undertaking under Ministry of Railways, Govt. of India) and State Infrastructure and Industrial Development Corporation of Uttarakhand Limited (SIIDCUL), registered under the Companies Act, has set up a Multi Modal Logistics Park in District Udham Singh Nagar-263153, Uttarakhand. The company intends to hire self-driven, multi-tasked key personnel for the post of CFO on contract basis initially for a period of 02 years, for which Walk-in-Interview shall be conducted on 27/03/2023 from 11:00 AM onwards **at SIIDCUL's Head Office situated at 29, IIE (IT PARK), Sahastradhara Road, Dehradun-248001, Uttarakhand.**

Position	Role & Responsibility
<b>Chief Financial Officer (CFO)</b>	<p>The primary responsibility of the Chief Financial Officer will be accounting, Budget planning &amp; control, cash management, Strategic Planning.</p> <p>The Chief Financial Officer will direct all finance-related strategies, initiatives and activities for organization- wide financial accounting and reporting. The Chief Financial Officer will be Responsible for directing overall.</p> <p>A typical job description for the Chief Financial Officer role would include:</p> <ul style="list-style-type: none"> <li>❖ Compliance under the Act, 2013 income Tax Act, 1961 and rules made there under.</li> <li>❖ Preparation, finalization of the financial statements, Management, risk management, strategy building, developing business models, business planning.</li> <li>❖ Statutory compliance under the various statues applicable to the SCICL.</li> <li>❖ Liaisoning with various Departments, Statutory Auditors, Tax Auditors, Internal auditors and CAG auditors, Income Tax Department, Goods &amp; Services Tax Department and any other authorities as assigned by the Office.</li> <li>❖ Demonstrates expertise in a variety of the field's concepts, practices, and procedures.</li> <li>❖ GST and TDS Compliance</li> <li>❖ Ensuring the timely completion and submission of financial and statistical reporting for management and regulatory agencies.</li> <li>❖ Informing and advising Board members on the organization's financial condition.</li> <li>❖ Working with senior management in setting annual financial goals and targets for organization.</li> <li>❖ Tracking, reporting and managing the overall financial performance.</li> <li>❖ Relies on extensive experience and judgment to plan and accomplish goals.</li> <li>❖ A wide degree of creativity and latitude is expected.</li> <li>❖ Any other assignment as given by higher authorities from time to time.</li> <li>❖ Develop and maintain a Business Continuity Plan.</li> <li>❖ All jobs &amp; responsibilities assigned by CEO/SCICL and Board of SCICL</li> </ul>
<b>Educational Qualification</b>	<ul style="list-style-type: none"> <li>❖ A qualified Chartered Accountant/Cost Accountant being associates /Fellow members of the Institute of Chartered Accountants of India(ICAI)/ The Institute of Cost Accountants of India</li> <li>❖ Bachelor Degree in commerce with minimum 55% marks from Institute recognized by GOI/UGC.</li> <li>❖ Added qualification of Company Secretary is desirable</li> </ul>
<b>Experience and Job specific skills</b>	<ul style="list-style-type: none"> <li>❖ Minimum Two Years of post-qualification experience in Finance/Accounting/ Financial institutions and adequate experience of working on Tally.</li> <li>❖ Preference will be given to candidates having experience in Finance/Accounts work in any Central or State Govt. undertaking. Candidate should be</li> </ul>

	conversant with working in a computerized environment. (Self-Employment Certificate not permitted)
<b>AGE</b>	❖ Not more than 28 Years as on 01.03.2023
<b>CTC offered</b>	❖ Consolidated pay for the post of Chief Financial Officer in SCICL would be ₹1,00,000/- per month (all inclusive). Other benefits includes Medical Reimbursement as per the prevailing policy, 12 days CL per calendar year.
<b>Reporting to</b>	❖ Chief Executive Officer/SCICL
<b>Nature of Engagement</b>	❖ Contractual Engagement for initial period of 2 years.
<b>Selection process</b>	WALK-IN Interview
<b>Location of posting &amp; Notice Period</b>	SIDCUL CONCOR Infra Co. Ltd Multi model Logistics Park, Plot No. 4&5, Sector-14, IIE, SIIDCUL, Pantnagar, Rudrapur-263153, Uttarakhand.

### SELECTION PROCESS

- ❖ Candidates are requested to fill the prescribed Application Form (available at <https://concorindia.co.in>) complete in all respects. The dully filled up Application Form has to be submitted at Registration Desk at the venue of the Interview for the initial screening. After screening of Application and verification of documents, candidates will be shortlisted for appearing in the Interview.
- ❖ Based on the credentials and performance in the interview, the candidates will be empanelled and the offer of Appointment will be issued to the suitable candidate in the order of merit.
- ❖ Candidates are required to enclose self-attested copies of all supporting documents viz. date of birth, marks sheet & degree certificate of educational/Technical qualifications, experience certificate, caste certificate, disability certificate, proof of Ex-Servicemen etc. as applicable, along with application form and produce the original documents for verification.
- ❖ SCICL may adopt higher criteria in case of receipt of more number of applications meeting the eligibility criteria.
- ❖ If required, the interview may be rolled over to the next day and in such a case, the candidate has to make his/her own arrangement for stay. No compensation will be payable in this regard.
- ❖ Candidates not fulfilling the eligibility criteria would not be considered for the selection process. No TA/DA shall be provided for attending the interview.



10. Experience, if any (Starting from the present employment(Experience certificate needs to be attached):

S. N.	Name & Address of the employer	Post held/Nature of employment	Period		Permanent/ Temporary	Salary & Grade Pay (in Rs.)	Nature of duties
			From	To			

11. Check List of documents attached (Self attested photocopies to be attached here) (Pl. mark ✓ on documents attached & x on others)

- 1. Class 10<sup>th</sup> Marksheet
- 2. Class 10<sup>th</sup> Certificate
- 3. Class 12<sup>th</sup> Marksheet
- 4. Class 12<sup>th</sup> Certificate
- 5. Graduation/Diploma consolidated /final Marksheet
- 6. Graduation/Diploma certificate
- 7. Document in support of higher educational qualification
- 8. CA/CWA membership certificate
- 9. CS membership Certificate
- 10. Documents in support of previous employment
- 11. Any other document (list them)

12. **Declaration by Candidate**

I here declare that all the statement made by me in this application is true and complete to the best of my Knowledge and belief and nothing has been concealed or distorted. I am aware that if any time I am found to have to have concealed/distorted any material information, my appointment is liable to be summarily terminated without notice.

SIGNATURE OF THE CANDIDATE

Place: \_\_\_\_\_

Date: \_\_\_\_\_