



## GUJARAT ENERGY TRANSMISSION CORPORATION LTD.

Sardar Patel Vidyut Bhavan, Race Course, Baroda 390007

Website : [www.getcogujarat.com](http://www.getcogujarat.com)

ISO 9001:2015 CIN: U40100GJ1999SGC036018

### INVITES

#### APPLICATIONS FOR THE POST OF ACCOUNTS OFFICER

Gujarat Energy Transmission Corporation Ltd. (GETCO) is a leading ISO 9001:2015 State utility in Transmission Business having its Head Quarter at Vadodara. It has strong work force of more than 13,000 employees with its transmission network spread across the Gujarat State for power evacuation from generating stations and transmitting to DISCOMs.

As we are on high growth trajectory and need to strengthen our manpower, we invite applications from young and energetic Finance Professionals to go through selection procedure and take up challenging task in GETCO.

#### 1. Job Title, Educational Qualification & Experience Criteria

Job Title	Accounts Officer
Qualification	CA / ICWA
Experience	<p>Should possess minimum two years' relevant experience after obtaining minimum qualification in the field of finance/Accounts/Commerce in a limited company / Central/State/Public sector undertaking with a turnover of more than 100 Crores.</p> <p>Experience of power sector companies shall be preferred.</p> <p>Experience as on date of publication of advertisement shall be counted.</p> <p>(The articleship period will not be counted as experience.)</p>



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### 2. Age Criteria

#### i. Upper Age Limit: (As on date of starting registration on website i.e.15.03.2022)

Category of Candidates	Upper Age Limit
Unreserved Category (UR)	36 Years
Reserved Category including EWS Scheduled Caste (SC) Scheduled Tribe (ST) Socially & Educationally Backward Class (SEBC) Economically Weaker Section (EWS)	41 Years

#### ii. Relaxation in upper age limit to other categories shall be as under:

Category of Candidates	Relaxation
Female Candidates	05 Years
Person with Disability (PwD) candidates Suitable disability is mentioned under Clause 2(iii)	10 Years
Dependent of Retired Employee of GETCO	Up to age of 40 years  (Will be Considered only upon submission of undertaking, as per Company's rules)

- Maximum age relaxation in upper age limit shall be considered upto the age of 45 Years, including all relaxations.
- The above age criteria are as per the "Yuva Swavlamban Scheme" of Govt. of Gujarat.
- The age relaxation for Ex-Serviceman will be as per the rules of the Government of Gujarat.
- Age relaxation will be considered for departmental candidates.



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### iii. Disabilities admissible for PwD category candidates

1. LV (40 -70%)
2. HH (40 -70%)
3. OA, OL, OAL, D, LC, AAV
4. SLD

LV – Low Vision, HH- Hard of Hearing, OA – One Arm, OL – One Leg, OAL – One Arm One Leg, D- Dwarfism, LC-Leprosy Cured, AAV – Acid Attack Victim, SLD- Specific Learning Disability.

The PwD reservation shall be horizontal reservation.

### 3. Pay Scale, Job Profile & Required Skills

<b>Pay Scale</b>	<b>Rs.58500-115800 plus DA, HRA, CLA, Medical, LTC etc. as per Company's rules.</b>
<b>Job Profile</b>	<ul style="list-style-type: none"><li>- Supervision and handling Company Accounts</li><li>- Internal Audit</li><li>- Statutory Audit</li><li>- Government Audit</li><li>- Banking &amp; Funds Operation</li><li>-Revenue Accounting &amp; Activities incidental to revenue monitoring</li><li>- Budgets</li><li>- Annual Plan</li><li>- Business Plan</li><li>- GERC Compliances</li><li>- Taxation Matters</li><li>- To carry out Finance &amp; Accounts functions as per Rules &amp; Procedure under various statutory Finance Laws and Cost Accounting Practices</li><li>- Any other work assigned by the superior</li></ul>
<b>Required skill</b>	<ul style="list-style-type: none"><li>- The candidate should possess good coordinating skill</li><li>- Knowledge of Accounting methods</li><li>- Liaisoning with Govt. Authorities</li><li>- Good command over English &amp; Gujrati is essential</li><li>- Knowledge of Computer Operations</li></ul>



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### 4. Vacancies:

At present there are 05 clear vacancies in the category of Accounts officer. However, in future more vacancies may occur till one year from the date of publishing of result due to promotion, retirement etc. The clear vacancies are likely to be filled-up in the following manner as per roster rules.

As per the present roster position there is vacancy in ST & SEBC categories only. However, within one year from the date of declaration of Result, new vacancies may arise due to retirement, Sanction of new post, resignation, promotion etc. and the same shall be filled up as per the roster position which may arise at relevant time.

Name of post / Category	SC		ST		SEBC		EWS		UR	
	M	F	M	F	M	F	M	F	M	F
Accounts officer	0	0	2	0	2	1	0	0	0	0

- The vacancies as per roster may vary depending upon the actual requirement. The vacancies may vary due to retirement, promotion to higher cadre, new sanction of post, resignation, separation for any other account, compassionate appointment etc.
- State Government policy for reservation of women shall be followed. The woman reservation and PwD reservation shall be horizontal reservation.
- State Government Domicile Policy shall be followed.
- For PwD (Person with Disability) category candidates, if category wise candidates are not available then PwD vacancies can be filled-in by interchangeability from available PwD candidates as per merit. Candidates having minimum 40% disability shall only be considered in PwD categories stated above as per rules.

### 5. Application Fees (Non Refundable):



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Category	Application Fees payable
UR, SEBC & EWS candidates	₹ 500/- (Five Hundred only) inclusive of GST
SC & ST candidates	₹ 250/- (Two Hundred Fifty only) inclusive of GST

- Application fees will be accepted through online mode only. Any other mode of payment i.e. Demand Draft, Money Order, Cheque, Postal Order, Cash etc. is not acceptable.
- Bank Charges shall be borne by the candidate.
- Application fees once paid shall not be refunded or shall not be adjusted in any subsequent recruitment process, under any circumstances.

### 6. General Terms and Conditions

#### A. Online Application

1. Candidates are required to submit **ONLINE Application** only, compulsorily through **www.getcogujarat.com**. The candidates shall have to generate Registration ID online by filling-up the online Application Form. The candidates will retain the printout of Registration Form and the same will be required at all stages during recruitment process.
2. The candidates shortlisted for online / written test on the basis of their "online applications" are NOT required to submit any document/certificate at present. The self-attested photocopies of all the relevant original documents / certificates shall be required to be submitted by the candidates as and when asked at the time of verification of original documents / certificates at appropriate stage. ( i.e before personal interview for Final selection.)
3. Mere submission of application does not guarantee the adequacy of candidature for being considered for further selection process.



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4. Since the shortlisting and further process shall be purely on the basis of details submitted by the candidates in online application form, the candidates must fully ensure that they fulfill the requisite criteria and all the details are filled-up correctly in every respect and nothing should be concealed or withheld by them. If any information furnished is found false at any time, his/her candidature/appointment shall stand void.
5. The persons who are convicted in any court of law are not eligible to apply as per rules.
6. The link for online application will be put up on GETCO website on 15.03.2022, 00.00 HR. and the link will remain open for 21 days from the date of opening of link. The candidates are required to regularly check the GETCO website for updates.

### **B. Exam and Result**

1. The exam will be conducted considering the number of candidates registered. The details of syllabus for exam will be published in due course on **www.getcogujarat.com**.
2. The question paper shall be consisting of 85 Multiple Choice Questions and the paper shall be of 85 marks. There shall be negative marking system and  $\frac{1}{4}$  th mark for each wrong answer shall be deducted to arrive at total marks scored. The question paper will be in English Language only.
3. If applications are received in large number, the examination will be held in multiple batches / sessions and candidates' scores shall be normalized.
4. After completion of Exam, the provisional Answer Key will be published. The candidates can view provisional Answer Key and in case of any objection the same can be raised on payment of fees within prescribed time on publishing the same.



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5. The objections, if any, so received will be put up before the subject experts for review. Upon completion of above, the result and final answer key will be published on Company's website.
6. The Management reserves the right to short-list, select and reject any candidate for Exam & interview as the case may be for selection.

### C. Selection

1. The Selection shall be carried out in two stages as under.

**Stage – 1:** Examination will be consisting of 85 marks. The weightage of exam would be 85%

**Stage – 2:** Personal Interview, the weightage would be 15%. (Number of candidates will be in 1: 5 Vacancies.)

2. The cut off passing marks in online/written test will be 50% marks for UR candidate and 45% marks for reserved category candidates. The overall cut off marks of online/written test and personal interview shall be also 50% marks for UR candidate and 45% marks for reserved Category candidates. If exam is held in multiple batches / sessions, the marks shall be considered after normalization. The normalized score will be considered upto two decimals in case of fraction. The selection will be made purely on the basis of merit considering available vacancies and reservation rules.
3. 5% marks (of secured marks in Examination normalized score in case of multiple batches) over and above actual marks secured shall be added for widow candidates. The widow candidate, if remarried shall not be given advantage of grace of 5 % marks. Further, the widow candidates shall categorically state so and inform if they are remarried with necessary documentary proofs.
4. While preparing selection list, if two or more candidates are found with equal score, the selection will be in the following manner:



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- They will be kept in merit according to their date of birth i.e. the elder will be kept in higher priority to younger. Candidates of Gujarat domicile will be given priority over non-domicile candidates irrespective of date of birth/age.
  - In case the date of birth is also found same, then the candidate securing higher percentage in CA/ICWA shall be considered above the candidate securing lower percentage in CA/ ICWA. In case all the above three factors are same i.e. equal score, equal date of birth and equal percentage in CA/ICWA, the alphabetical sequence of the name of the candidate starting from A will be considered.
5. The selection list as and when required as per the vacancy and roster position shall be drawn from the result published. The result published shall be valid for a period of one year from the date of publication.
  6. The Management reserves the right to cancel the selection list at any time at its sole discretion, without assigning any reasons thereof.
  7. The selection for the above posts shall be on the basis of marks obtained in Exam & Personal Interview, fulfilling experience criteria and subject to reservation rules and successful document verification. Mere appearance of name in the merit list does not confer any right of appointment and the actual appointment will depend upon performance in Personal interview, the availability of vacancies and roster position, successful document verification and medical fitness.

### **E. Other Conditions**

1. The candidates who have been given grades in their result of CA/ ICWA shall have to submit a certificate issued by their University / Institute specifying percentage equivalent to the grades obtained by them along with decimals.
2. SEBC category candidates who fulfill the qualification and age criteria shall have to submit valid Non-Creamy Layer Certificate in Gujarati – પરિરિષ્ટ - ૩ or પરિરિષ્ટ - ૪ and EWS category candidates shall have to submit valid Income and Assets Certificate as per Resolution No. E.W.S./122019/45903/A





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Dtd.23.01.2019 & Dtd.25.01.2019 in prescribed format (in English Annexure-KH or in Gujarati પુરિરિષ્ટ – ગુ) issued by the Competent Authority of Gujarat State. The above certificates must be valid as on the date of application as well as on the date of document verification, if Shortlisted.

3. The selected candidates of ST category will be given appointment against the post of ST only after the process of verification of caste certificate is completed by the scrutiny committee/competent authority of Tribal Development Department as per the Govt. Resolution No. CRR-102018-461239-G-2 Dtd. 22/10/2018 of GAD, GoG.
4. The PwD (Person with Disability) candidates shall have to submit Certificate of Civil Surgeon indicating the nature and existing percentage of disability. Their applications will be considered as per rules of the Company & GOG.
5. The State Domicile policy will be followed.
6. The full name of the candidate including middle name and surname and caste as per online application should exactly match (with spelling) with the name as per original documents/certificates. In case name or caste differs due to marriage or other reason in documents/certificates, a copy of Official Gazette for change of name or caste and affidavit on stamp paper duly notarized shall be required to be submitted by the candidate at the time of document verification, failing which, the candidature will be rejected.
7. The candidates working in Government / Semi Government or PSU Organization shall have to produce **“NO OBJECTION CERTIFICATE”** from the concerned organization at the time of document verification, failing which, their candidature will be rejected.
8. If the selected candidate is working in any company or organization, he/she shall have to produce relieving letter from the previous employer at the time of resuming his/her duty, failing which, his/her appointment order shall stand cancelled without further notice.



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9. Filling up of the posts is at the discretion of Management Subject to rules of the company. The decision of management in all matters relating to eligibility, acceptance or rejection of the application and whole selection process shall be final and management will not entertain any enquiry or correspondence in this regard.
10. On appointment, the candidates shall be posted anywhere in the state of Gujarat. In case of female candidates, five choice places shall be obtained as per rules and depending upon vacancies they may be posted at one of the choice places in the descending order. However, this will not be a matter of right.
11. The posts of Accounts officer are transferable anywhere across state of Gujarat.
12. Caste Certificate for Reserved Category (SC/ST/SEBC/EWS) of only Gujarat State will be considered.
13. Canvassing in any form shall debar the candidate from selection.
14. No any travelling fare will be paid to any candidate for attending the exam document verification/interview as the case may be.
15. In case of selection, the candidate will have to fulfill the requisite physical fitness standards as per Company's rules.
16. Any amendment by the Company in respect of selection process, payscale, service rules and other terms and conditions in future shall be part of above recruitment process and shall be binding on the candidates.
17. The candidates are requested to visit the website **www.getcogujarat.com** for regular updates / notices related to the recruitment process. The Company does not owe any responsibility in this regard, If he/she fails to note latest updates, no claim shall be entertained.



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18.All the requisite documents/Experience certificates of Shortlisted candidates shall be verified at appropriate stage and if found not fulfilling any of the criteria, his/her candidature shall be cancelled immediately and his/her shortlisting shall not be a ground for claiming appointment.

19.Any application seeking information, even under RTI, shall not be entertained till the completion of the entire recruitment process.

**Help Desk:** In case of any queries please write to Email address [recruit.getco@gebmail.com](mailto:recruit.getco@gebmail.com)

**General Manager(HR)**



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### Documents to be submitted as and when asked by the Company (After Examination )

1. Online Application / Registration Form alongwith two recent passport size photographs. One photograph should be affixed on the space provided on the application form. No stapler pin should be used for affixing the photograph.
2. Self-Attested copy of the following:
  - i. School Leaving Certificate
  - ii. Mark sheets of Graduation
  - iii. Mark sheets of CA / ICWA.
  - iv. Degree Certificate
  - v. Caste (SC/ST/SEBC) Certificate issued by the competent authority of Gujarat State.
  - vi. Valid EWS Certificate in prescribed form as per GR Dtd.25.01.2019 of Gujarat State in case of EWS category candidates.
  - vii. Valid Non-Creamy Layer Certificate in case of SEBC Category candidates.
  - viii. Domicile Certificate in case of candidate belongs to Gujarat State. Domicile certificate of other state will not be considered.
  - ix. Valid Disability Certificate of Civil Surgeon showing nature and percentage of disability in case of PwD candidates
  - x. Experience Certificates
  - xi. Identity Proof (Voter ID / PAN Card / Aadhar Card / Driving License etc.) – Any One
  - xii. Necessary certificate in case of Ex-Serviceman.
3. In case of Dependent of Retired Employee of GETCO, Relieving Order or Certificate issued to the employee should be attached.
4. In case of widow applicants, death certificate of the husband and an undertaking to the effect that the applicant has not re-married.
5. “No Objection Certificate” from Government / Semi - Government / PSU Organizations where the candidate is employed at the time of selection and during subsequent period prior to joining.
6. Any Other document / certificate as required.

Whenever documents are called from the candidates, submission to be made by the candidates within stipulated time, failing which his/her candidature shall be cancelled for the post.



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**ANNEXURE-I  
SELF DECLARATION FOR SUBMISSION  
OF GENUINE / TRUE  
CERTIFICATES / DOCUMENTS**

I, Shri \_\_\_\_\_, residing at  
\_\_\_\_\_ (write name of City / Town)

hereby declare as under:

That I had applied for the post of Accounts Officer arisen at various Circle office of GETCO and have read the conditions thereof.

I hereby declare that whatsoever documents submitted by me for consideration to the post of Accounts Officer are true and are not false and fabricated.

I have been made to understand by GETCO that if at any subsequent stage it reveals to them that any of the documents submitted by me are false or fabricated I could be removed from the services in view of clause-16 of GSO.7 dated: 04.10.1960.

I further declare that I have not suppressed any material information or documents of any character which is necessary for obtaining this employment. If at any subsequent stage it reveals that I have suppressed such material information or document which would have debarred me from obtaining employment, I understand that I could be removed from services in view of clause-16 of GSO.7 dtd. 04.10.1960.

I further declare that if any document submitted by me for the post of Accounts Officer is found false or fabricated or material information or document found to be suppressed by me, I shall not question the decision of the authority for removal of my services in any Court of Law or before any authority.

\_\_\_\_\_  
Signature

Date:

Place: