

THE B.E.S. & T. UNDERTAKING
RECRUITMENT FOR SCHEDULED CASTE CATEGORY IN THE POST OF
DEPUTY CHIEF ACCOUNTS OFFICER (SENIOR)

Applications are invited from the candidates belonging to Scheduled Caste for filling in the post of Deputy Chief Accounts Officer (Sr.) in the Undertaking, details of which are given below:-

No. of Post	:	Deputy Chief Accounts Officer (Sr.) - 1 (One) post Reserved for Scheduled Caste Category only.
Qualification	:	Be a Chartered Accountant or Cost Accountant or Graduate in Commerce (with Accounting and Auditing) of a Statutory University/Institution or holder of an equivalent qualification.
Essential Experience	:	Possess 8 years experience on executive post in Accounting / Auditing involving work relating to Financial Accounts, Management Accounting, Budgetary and Cost Control, Financial Forecasting, Cash etc. of which at least 3 years should be in a responsible position in a large Industrial Organization.
Preferential Experience	:	Experience in Mechanised Accounting / Computer Accounting
Essential	:	Knowledge of Marathi is essential. The candidate should have passed the S.S.C. or equivalent or Higher examination with Marathi as subject of 100 or 50 marks (Higher level or lower level).
Age	:	As on 01.10.2015 - Not more than 45 years. (5 years relaxation in age will be applicable for candidates belonging to Scheduled Caste Category)
Pay Scale & Gross Emoluments	:	(Rs.17,055-36,155) (Approx. Rs.54,000/- per month) (Total emoluments include Basic, Special Pay, Dearness Allowance, House Rent Allowance, Medical Allowance, Telephone Allowance, Travelling Allowance of Rs.1400/- per month plus free quota of Petrol of 50 Litres per month if a Motor Car is maintained while performing duties in the Undertaking or Rs.2,000/- per month if Motor Car is not maintained plus Provident Fund, Gratuity Leave Travelling Assistance and Ex-Gratia if declared).

Other facilities	: i) Quarters : Suitable residential accommodation would be provided @ 2.5% of Basic Salary, if available. However, in that case no House Rent Allowance will be paid. ii) Encashment of Leave : Facility of encashment of Privilege and Casual as per rules of the Undertaking framed from time to time. iii) Garaging Facility : Officers' Cars are washed, garaged, serviced and repaired in the Undertaking's Workshop at concessional rates. iv) Petrol : Petrol (in addition to free quota of 50 litres) can be drawn on credit at the Undertaking's Petrol Pumps by the Officers' maintaining Motor Cars, the cost being recovered through salary. v) Bus Pass : A Pass for free travel on the Undertaking's bus services will be issued.
Security Deposit	: The selected candidate will have to pay Security Deposit of Rs.10,000/- in Cash at the time of his appointment and enter into an agreement with the Undertaking to serve the Undertaking for a minimum period of 5 years.

Format of Application

Application for the Post of :-

Deputy Chief Accounts Officer (Senior)

**Affix recent
Passport size
photograph**

- i) Full Name in Block : _____
Letters (Surname) (Name) Father's/Husband's name
- ii) Residential Address : _____
& Contact No. _____
- iii) Date of Birth : _____
(Age as on 01.10.2015)
- iv) Caste (Attached Caste Validity Certificate)
: _____
- v) Adequate knowledge of Languages : _____
- vi) Details of Demand Draft : _____
- vii) Details of Educational Qualification :-

Exam. Passed & Year	University/ Institution	Class/Grade	Date of declaration of result

- viii) Details of Total experience (as on 01.10.2015) :-

Name of the Organisation	Post held	Nature of duties/work carried out	Period	
			From	To

(Please enclose relevant documents/experience certificates)

The above particulars are correct to the best of my knowledge and belief.

Place : _____

Date : _____

Signature of Applicant

Note :-

- Applications should be made on a plain paper alongwith attested photocopies of certificates/documents in support of age, qualifications, experience, Caste/Validity Certificate, etc. accompanied by a **Demand Draft of Rs. 100/- (Non-refundable)** drawn in favour of "The B.E.S.&T. Undertaking" and should be sent to the Dy. Chief Personnel Manager, Personnel Department, B.E.S.&T. Undertaking, BEST Bhavan, BEST Marg, Colaba, Mumbai – 400 001, within 30 days from the date of publication of this advertisement.
- Incomplete/late applications shall not be accepted.

GENERAL MANAGER