

BANGLAR DAIRY LIMITED

A Government of West Bengal Company

0410/2021/CO/BDL

03.09.2021

NOTIFICATION FOR APPOINTMENT AS CHIEF FINANCIAL OFFICER ON CONTRACTUAL BASIS

1. Banglar Dairy Ltd., a Government of West Bengal company, invites application for the post of **Chief Financial Officer** on **contractual basis** as per the terms and conditions mentioned in the notice.

2. **Schedule of event:**

Opening date for Applications: **10.09.2021**

Last Date for Application: **20.09.2021 (24.00hrs for online submission through email at banglardairyLtd@gmail.com or contact@banglardairy.com)**

3. **Eligibility criteria / job profile:**

1	POST	CHIEF FINANCIAL OFFICER
2	NO. OF POSTS & LOCATION	ONE (1) at Kolkata
3	AGE As on 01.01.2021	Below 55 years.
4	QUALIFICATION	Essential Qualification: He/She should be a Qualified Chartered Accountant.
5	WORK EXPERIENCE	Mandatory experience: Fifteen years in Overseeing Financial Operation, preferably Accounting and Taxation matters. Desirable Experience: At least five years' experience in Dairy Sector. At least five years' experience as CFO in similar organisation.
6	JOB PROFILE	<input type="checkbox"/> Responsible for timely preparation and submission of financial statements including profitability statements and Annual Report. <input type="checkbox"/> Overseeing/ the Statutory Auditing Process which includes appointment of Auditors, Communication of Guidelines & conduct of Audit throughout the Company. <input type="checkbox"/> Monitoring critical Financial Parameters (Capital Adequacy, Non-Interest Income, ROA, ROE etc.) for the Company and highlights to top management/vertical heads to take mitigation actions as required. <input type="checkbox"/> Communicate both Company's expected and actual financial performance.

		<ul style="list-style-type: none"> □ Ensuring Regulatory and Statutory filings and compliances of Direct and Indirect Taxes (GST), various regulators. Compilation of financial statements in accordance with Indian Accounting Standards (Ind-AS). Policy formulation on the relevant functional area. □ Overseeing development and maintenance of MIS Report System to ensure accurate and updated reporting. <p>Any other work entrusted by the Company from time to time.</p>
7	LEAVE	During the period of contractual engagement the candidate will be eligible to avail Paid Leave @ 1 day for each completed month, maximum 12 days over a period of 12 months, without carry forward facilities of accumulated leave. Leave may be availed not exceeding 4 days at a stretch. Any other absence shall be treated as on Loss of Pay affecting the Fixed Component of the compensation package. The accumulated leave will not be encashable.
8	PAY COMPENSATION	The compensation and terms & conditions will be negotiated/ finalized depending upon the suitability of the candidate and depend on the last drawn pay from the previous employment.
9	SELECTION PROCESS	The selection will be through Interview & Personal interaction on the basis of eligibility, experience, qualification & performance during Interview/interaction.
10	TERMS OF CONTRACT	<p>The Chief Financial Officer would Head the Company's Finance Function for a fixed contractual term of one year with Annual Performance Review.</p> <p>The Company will be entitled to terminate the contract at any time without assigning any reason whatsoever, by giving 30 days notice or on payment of fixed Component Compensation equivalent to one Month's fixed component of the compensation in lieu of such Notice. In case the appointee desires to terminate the contract before the expiry of the contractual period of one year, he / she will have to give to the Company clear one month's notice or make payment of one Month's fixed component of the compensation in lieu of such Notice.</p>
11	MISCELLANEOUS	The contract will be subject to satisfactory completion of all Pre-employment formalities including Medical examination, Reference checks, and verification of testimonials etc., as prescribed by the Company.

4. **How to apply:**

- a. Submit hardcopy with subject head "**APPLICATION FOR CHIEF FINANCIAL OFFICER ON CONTRACTUAL BASIS**" at the office of BANGLAR DAIRY LIMITED addressed to "**The Managing Director, Banglar Dairy Limited, City Office, LB 2, Sector 3, Salt Lake, Kolkata 700106, West Bengal**".
- b. Email the scanned (at 100 dpi) pdf copy filled application form to banglardairy ltd@gmail.com or contact@banglardairy.com .
- c. A confirmation email will be sent to the applicant/s after receiving the application. In case any applicant does not get the confirmation mail within two working days from the date of emailing the application over mail, they may consider that their application has not reached successfully and should resend their documents as stated above. They can also enquire the status of their application by contacting at banglardairy ltd@gmail.com or contact@banglardairy.com .

The Applicants are required to keep the original Application Form with them and

should bring the same for submission along with one set of the requisite documents in support of their eligibility when called for Personal Interview. Also, ensure to bring along the Original Documents in support of eligibility and experience for verification at the time of Personal Interview.

Note: *The Company will not be responsible if the applicant is not able to send the application within the stipulated date on account of any reason whatsoever.*

5. General Instructions:

- a) Decision of the Company in all matters regarding eligibility of the applicant, the stages at which such scrutiny of eligibility is to be undertaken, documents to be produced, Personal Interview, selection and any other matter relating to recruitment will be final and binding on the applicant. While applying for the post, the applicant should ensure that he / she fulfills the eligibility and other criteria mentioned above and that the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment that applicant does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information/document or has suppressed any material fact(s), his / her candidature will automatically stand cancelled. If any of the above shortcoming(s) is / are detected even after recruitment, his/her contract is liable to be terminated without any notice.
- b) Mere submission of application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him / her right to be called for Personal Interview.
- c) Incomplete applications and / or applications without aforesaid documents will be rejected outright without assigning any reason thereof.
- d) Information regarding Personal Interview will be displayed on www.banglardairy.com. It will also be sent to shortlisted applicants on their email ID provided by the candidate in the application.
- e) While every effort will be made to ensure that the Intimation to the eligible applicants, short listed for attending the Personal Interview will be sent sufficiently in advance, the Company will not be held responsible for delay in receiving the intimation by the applicant for any reason whatsoever. The applicants are advised to keep track of the status of their candidature by visiting the www.banglardairy.com and their own email ID from time to time.
- f) The Company reserves the right to alter, modify or change the eligibility criteria and / or any of the other terms and conditions spelt out in this Notification.
- g) Any resultant dispute arising out of this Notification shall be subject to the sole jurisdiction of the Courts situated in Kolkata.

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(Bijin Krishna)
Managing Director

APPLICATION FOR APPOINTMENT AS CHIEF FINANCIAL OFFICER ON CONTRACT BASIS

To,

The Managing Director
Banglar Dairy Ltd.,
ARD Campus, LB 2, Sector 3,
Salt Lake, Kolkata 700106

Paste passport size photograph and sign
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With reference to your advertisement No. _____ dated _____, for appointment of **Chief Financial Officer on Contractual Basis**, I submit my application on prescribed format as under:

Name in Full In BLOCK Letters:	First Name	Middle Name	Last Name	
Father's/ Husband's Name:				
Mother's Name:				
Gender (tick on appropriate box):	Male		Female	
Category (tick on appropriate box):	SC	ST	OBC	GEN
Nationality:				
Date of Birth:				
Age: (as on 01.03.2021)	Year - Month -			
Religion:				
Marital Status:				
Permanent Address:				
Correspondence Address:				
Contact Details:	Landline No.: Mobile No.: Email ID:			
Place of Birth:				
Native Place:				

Languages known:	Read	Write	Speak	
Educational & Professional Qualifications (Starting from Graduation): (As on 01.03.2021)				
Exam passed		% Marks obtained		
Work Experience :				
Name of the Employer	From	Till	Designation	Responsibilities in Brief
Whether in Service:			YES / NO	
If NO, Date of VRS/CRS/Resignation Etc. (With Proof thereof):				
If YES, Name of Organization:				
Total Work Experience (in years):				
Position Last Held/Current Position:				
Exposure of Sector:				
No. of Years Worked in Senior Executive Level in Relevant Field:				
Disciplinary Action if any:				
Major Illness as on date if any:				
Awards / Recognitions:				

Extra Ordinary Achievements, if any:

DECLARATION:

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief and I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/ appointment for the said post is liable to be cancelled/ terminated at any stage and if appointed, my services are liable to be terminated. I am willing to serve anywhere in India.

I hereby agree that any legal proceeding in respect of any matter of claims or disputes arising out of this application and/ or out of said advertisement can be instituted by me only at Kolkata and Courts/ tribunals/ forums at Kolkata undertake to abide by all the terms & conditions mentioned in the advertisement.

Place: Date:

Enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.

Signature of applicant
