



दामोदर घाटी निगम/Damodar Valley Corporation
मानव संसाधन विभाग/Human Resource Department
डीवीसी टावर्स, वीआईपी रोड, कोलकाता-७०००५४/
DVC Towers, VIP Road, Kolkata – 700054



No. PLR/28/Contractual/Accounts/529

Date: 02/03/2023

To
The Institute of Chartered Accountants of India (ICAI),
EIRC, ICAI Bhawan, 7, Russel St,
Park Street area, Kolkata,
West Bengal 700071
Email:eirc@icai.in

Sub: Deployment of finance assistant on contractual basis in DVC

Dear Sir,

Damodar Valley Corporation (DVC), Under the Ministry of Power, Government of India and one of the premier power utilities in India engaged in Thermal/Hydel Power Generation, Transmission & Distribution requires 11 Nos Senior Accountant Assistant (Contractual) & 12 Nos Divisional Accountant Assistant (Contractual) on Contract Basis for HQ, Plants/Stations of DVC situated across West Bengal and Jharkhand.

Notice regarding the Eligibility Criteria, Selection Process, Number of vacancies etc are enclosed herewith for reference please.

You are requested to please notify on your portal/notice board for information of the candidates to appear for the Walk-in-Interview as per details in the attached notice.

Your early action is solicited. Please confirm per return.

Encl: As stated.

Yours Faithfully

NVRamana
02/03/2023

(एन.वी.रमन्ना/ N V RAMANA)
मुख्य अभियंता -II (सी & आई), प्रतिभा प्रबंधन/
CE-II(C&I), Talent Management
मा.सं. विभाग/ HR Department



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मानव संसाधन विभाग/Human Resource Department
डीवीसी टावर्स, वीआईपी रोड, कोलकाता-७०००५४/
DVC Towers, VIP Road, Kolkata – 700054



FTE Notice No. PLR/28/Contractual/Accounts/2023/03

Date:02/03/2023

NOTICE FOR CONTRACTUAL ENGAGEMENT OF FINANCE ASSISTANT

Damodar Valley Corporation (DVC), Under the Ministry of Power, Government of India and one of the premier power utilities in India engaged in Thermal/Hydel Power Generation, Transmission & Distribution requires **Senior Accountant Assistant (Contractual) & Divisional Accountant Assistant (Contractual)** on **Contract Basis** for HQ, Plants/Stations of DVC situated across West Bengal and Jharkhand. For details of Plants/Stations of DVC, please visit www.dvc.gov.in.

The period of engagement will be **1(one) year** which may be extended for another maximum 2(two) years, as per requirement.

1. Vacancy Details

Table-A

Name of the Post & Post No.	Total Vacancy	No. of Posts category-wise					Consolidated Pay (Fixed) (Rs Per Month)
		UR	OBC	SC	ST	EWS	
1	2	3	4	5	6	7	8
Senior Accountant Assistant (Contractual), Post No. 2023/C01	11	07	02	01	00	01	40,000/-
Divisional Accountant Assistant (Contractual), Post No.2023/C02	12	07	03	01	00	01	25,000/-

Note:-DVC reserves the right to increase/decrease the vacancies depending upon the future requirements.

2. Place of Posting: DVC Head Quarter or any Field formation/establishment (i.e BTPS, CTPS, Durgapur, KTPS, MTPS, RTPS, Maithon, Panchet etc)

3. Qualification Requirement & Experience:

Table-B

Post Name & Post No.	Essential Qualification required
Senior Accountant Assistant (Contractual), Post No. 2023/C01	Passed the Final Examination of the Institute of Chartered Accountants of India/ The Institute of Cost and Management Accountants of India
Divisional Accountant Assistant (Contractual), Post No.2023/C02	Passed the Intermediate Examination of the Institute of Chartered Accountants of India/ The Institute of Cost and Management Accountants of India

4. Terms & Conditions for engagement of Senior Accountant Assistant (Contractual) & Divisional Accountant Assistant(Contractual) on Contract Basis

- (i) **Age Limit:** Maximum age shall not exceed **45 years** as on date of Notice.
- (ii) **Period of Engagement:** The appointment initially will be for **01(one)** year which may be extended for another maximum **02(two)** years. The extension will however be considered after evaluation of performance every year.
- (iii) **Consolidated Pay:** As given in **Table-A (Column 8)**.
- (iv) **Travelling Allowance:** For journeys in connection with duties will be guided by TA rules of the Corporation.
- (v) **Accommodation:** Accommodation may be provided, if available, subject to deduction of license fee, electricity and water charge as applicable to the DVC employees. **However, no HRA/FCA/Energy Allowance is admissible in any case.**
- (vi) **Medical facilities:** The incumbent (not other family members) will get medical facility only in DVC Hospitals, but there will be no reimbursement of medical expenses.
- (vii) **Termination of Contract:** The assignment shall remain terminable by giving one month's Notice from either side.
- (viii) **Leave:** Only 8 (eight) days' Casual Leave, 2 (two) days' Restricted Holiday(as per DVC Leave Calendar)and 10 days Commuted Leave (against Medical Certificate) per year may be granted, but no encashment of leave is admissible. **Maternity Benefit leave may be allowed as per Maternity Benefit Act 1961.** No other leave is admissible.
- (ix) **Miscellaneous:**
 - (a) During the period of contractual engagement in DVC, whatsoever, it may be as in case of regular employees, Leave Travel Assistance (LTA) will not be applicable.
 - (b) Their services are transferable to any DVC Project/Field Formation.
 - (c) EPF provision as applicable to be complied with as per Employees' Provident Fund & Miscellaneous Provisions Act 1952 & rules made there under.
 - (d) **No expenses towards travelling (TA/DA) shall be paid for attending the Interview. Selected candidates shall have to appear-for/produce medical fitness prior to joining.**

5. GENERAL INFORMATION AND INSTRUCTIONS:

- a) Only Indian Nationals are eligible to apply.
- b) The candidates must ensure that he / she fulfils the eligibility criteria and other norms as mentioned in this Contractual Employment Notice. In case, it is detected at any stage of the recruitment process that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material/fact(s), his/her candidature shall stand automatically cancelled. If any of the above shortcoming(s) is/are detected even after the appointment, his/her services are liable to be terminated without any notice.
- c) The candidature of candidates at all stages of the selection process will be purely provisional subject to satisfying the prescribed eligibility criteria.
- d) DVC reserves the right to cancel the Employment Notice, modify the Educational Qualification and Experience without assigning any reason thereof and any decision of DVC in respect of the shortlisting criteria/ selection process depending upon the number of valid applicants throughout will be final & binding.
- e) A candidate can appear for 1(One) post only. If a candidate appears for more than one post, then it will be at the discretion of the DVC Management to consider his candidature for any one post.
- f) **Engagement is purely temporary, on a contract basis**, and can be terminated at any time by giving one month's notice, from either side.
- g) No claim for regular appointment in DVC, by virtue of their having worked on contract basis shall be entertained.
- h) Reservations and relaxations for **SC / ST / OBC (Non-creamy layer)/ EWS (Economically Weaker Sections)/ PWD (Degree of Disability 40% or above)/Ex-Servicemen** candidates will be as per Govt. of India Guidelines.
- i) The candidates claiming to belong to SC/ST/OBC (Non-creamy layer)/PwBD/EWS/Ex-Servicemen category has to submit attested copy of **requisite certificate/s in the prescribed format** issued by the Competent Authority specified by GOI Rules/Orders. **The benefit of reservation under EWS (Economically Weaker Sections) can be availed upon production of an Income and Asset Certificate issued by a Competent Authority.**
- j) SC/ST candidates are required to submit **SC/ST Caste Certificate in the format as applicable for appointment to posts under Government of India.**
- k) In case of **OBC (Non Creamy Layer)/EWS** candidates, **latest caste certificate (not older than one year from the date of Notice)** needs to be submitted. OBC candidates are

required to submit OBC caste certificate (Non-Creamy Layer) in the format as applicable for appointment to posts under Government of India. (Please refer to "Format of SC ST OBC Income Asset Certificate Disability Certificate" **Annexure-1 to 4** in DVC website under **Career->Recruitment Notices** for prescribed Govt. of India format of Caste, Income & Asset Certificate & Disability Certificate). Also, OBC (NCL) will have to give a self-undertaking indicating that they belong to OBC (Non-Creamy Layer) category at the time of Interview.

- l) The OBC candidates who belong to "Creamy Layer" are not entitled for concession admissible to OBC category and such candidates have to indicate their category as General.
- m) Candidature is liable to be rejected at any stage of recruitment process or even after recruitment, if any information provided by the candidate is found to be false or not in conformity with the eligibility criteria as mentioned in the Employment Notice.
- n) The decision of DVC in all matters relating to eligibility, penalty for false information, mode of selection & interviews, selection and allotment of posts and places of postings to the selected candidates shall be final and binding on the candidate. No enquiry/correspondence or telephonic discussion will be entertained in this regard. If any shortcoming is detected even after appointment, the services of such candidates are liable to be terminated without notice.
- o) **All Original documents including Experience Certificate (if any) are mandatory to be produced during the verification of documents at the time of Interview.**
- p) It is brought to the knowledge of the candidates that if the situation so demands due to unforeseen reasons or otherwise, the Interview may continue even on the next working day(s) beyond the fixed dates, candidates should make their own arrangements for stay for attending the **Interview**.
- q) During physical verification, all signatures should be identical. Different styled Signature/s at various occasions during verification of documents may lead to the rejection of the candidature.
- r) Candidates whose final year result of **Diploma/Degree/Intermediate/Final of Institute of Chartered Accountants of India (ICAI)/The Institute of Cost and Management Accountants of India (ICMAI)** as the case may be has been declared on or before the **Date of Notice** are only eligible to apply. The candidates whose final year result is going to be declared **after the date of Notice** are not eligible to apply. Candidates must be in a position to submit relevant **Provisional Diploma/Degree Certificate/Intermediate/Final of Institute of Chartered Accountants of India (ICAI)/The Institute of Cost and Management Accountants of India (ICMAI)** or **Diploma/Degree Certificate/Intermediate/Final of Institute of Chartered Accountants of India (ICAI)/The**

Institute of Cost and Management Accountants of India (ICMAI), as the case may be, at the time of Document Verification.

- s) The eligibility of the candidate will be confirmed after document verification prior to appearing for the Walk-in-Interview.
- t) While preparing the final merit list, if two or more candidates secure equal marks, the merit of such group of candidates will be as per their date of birth (i.e. **more senior in age will be placed first before junior in age**).
- u) Canvassing in any form will be a disqualification.
- v) Only Xerox copy of documents will be retained. However, records of other than selected candidates are not maintained after completion of the recruitment process.
- w) Candidates may appear in **Hindi/English** in the Interview.

6. Certificates/Testimonials to be brought mandatorily at the time of Document Verification:

Candidates must bring all ORIGINAL Documents and Certificates (along with one set of Self-attested photocopies) at the time of Document Verification:

- (i) Duly filled in **Application Format** attached at **Annexure-A**.
- (ii) **Proof of Date of Birth** (Class Xth Board Certificate or School Leaving Certificate or Class Xth Passing Certificate).
- (iii) **Certificate(s)** of Class Xth and XIIth.
- (iv) **Pass ICAI /ICMAI Certificate and semester-wise Marksheets.**
- (v) **Experience Certificate(s), if any.**
- (vi) **Internship Certificate.**
- (vii) Valid **SC/ ST/ OBC (NCL)/ EWS/ PwBD certificate** in the format as applicable for appointment to posts under **Government of India, if applicable.**
(In case of OBC (NCL)/ EWS certificate must not be older than one year from the date of Interview) (See "**Format of SC ST OBC Income Asset Certificate Disability Certificate**" **Annexure 1 to 4 under Careers->Recruitment Notices on DVC website www.dvc.gov.in**) for prescribed GOI format of Caste, Income & Asset Certificate & Disability Certificate). The minimum degree of Disability for Persons with Disability candidate would be 40%.
- (viii) **NOC (No Objection certificate)** from the current employer if working as a regular employee in a PSU/Central Govt./State Govt./Semi-Govt/etc.
- (ix) **Four recent passport size colored photographs.**
- (x) **Any one Photo Identity Proof** (PAN card/ Passport/ Driving License/ Voter ID card/ Aadhar Card).
- (xi) Valid proof of change of name (in case, applicable).

7. IMPORTANT INFORMATION:

Candidates have to appear for Walk-in-Interview at the below mentioned venue:

Venue for Walk-in-Interview- 12th floor, Dr. Meghnad Saha Auditorium DVC Towers, VIP Road, Ultadanga, Kolkata-700054, W.B (Nearest Railway Station- Bidhan Nagar Railway Station)

IMPORTANT DATES & TIME				
Sl.No	Post Name & Post No.	Date (Tentative)	Reporting Time for Walk-in-Interview	Remarks
1	Senior Accountant Assistant (Contractual), Post No. 2023/C01	27/03/2023 (Monday)	10 AM to 1 PM	Candidates reporting after 1 PM shall not be entertained
2	Divisional Accountant Assistant (Contractual), Post No.2023/C02	29/03/2023 (Wednesday)	10 AM to 1 PM	

Contact Details:

Helpline No:- 033-6607-2539/32/36/04/21 (During Official working hours only)

Email-ID: recruitment@dvc.gov.in

Note: Any Corrigendum and subsequent changes regarding Date of Walk-in-Interview, venue, etc. if any, will be intimated. Candidates appearing for WALK-IN-INTERVIEW are requested to follow COVID-19 protocol.

**Executive Director (HR)
For and On Behalf of DVC**