

UTI Infrastructure Technology and Services Limited, invites the applications from Indian citizens who are **Chartered Accountants** for the post of **Vice President (Officer Grade)** on regular basis.

Please read the advertisement carefully. All the details submitted by the candidate will be verified.

A) DETAILS OF POSTS AND VACANCIES

Sr. No.	Discipline	Grade	Qualification	Skillset	Maximum Age as on 15.05.2020	Minimum Experience Required as on 15.05.2020	Scale Offered
1.	Chartered Accountant	Vice President	C.A.	<ul style="list-style-type: none"> • Manage and Lead team. • Manage Financial Systems and Budgets • Undertake Financial Audits (an independent check of an organisation's financial position) • Provide Financial Advice • Liaise with clients (individuals or businesses) and provide financial information and advice • Review the company's systems and analyse risk • Perform tests to check financial information and systems • Maintain accounting records and prepare accounts and management information for small businesses (accountancy) • Detect and prevent fraud (forensic accounting) • Manage junior colleagues • Liaise with internal and external auditors (where applicable) and deal with any financial irregularities as they arise • Produce reports and recommendations following internal audits or public sector audits • Prepare financial statements, including monthly, quarterly and annual accounts • arrange financial management reports, including financial planning and forecasting 	50 years	12 years relevant work experience with a medium or large sized reputable organization.	<p><u>Basic scale offered (*)</u></p> <p>=</p> <p>34800-3700-49600</p> <p><u>CTC offered</u></p> <p>Rs. 7,77,912/- to Rs. 10,80,420/-</p>

Sr. No.	Discipline	Grade	Qualification	Skillset	Maximum Age as on 15.05.2020	Minimum Experience Required as on 15.05.2020	Scale Offered
				<ul style="list-style-type: none"> • Advise on tax and treasury issues • Approve or reject budgets • Conduct risk management • Evaluate and decide on investments • Allocate resources and manage cash flows • Conduct profit and cost analyses • Ensure all accounting activities and internal audits comply with financial regulations • Consult board members about funding options • Recommend cost-reducing solutions • To ensure that all Board Committees are provided with accurate, timely and relevant information • To maintain the day-to-day relationship with our bank and other treasury service providers • To review and authorize the monthly payroll process, working with the HR Department in maintaining an efficient service. Provision of cover for payroll requirements where necessary. • To embed risk management throughout the Office, developing our approach and coordinating the maintenance of our risk register, ensuring that seniors have relevant information to review significant risks • Accounts and taxation activity, Expert knowledge Ind-AS and Company's Act, 2013. • Thorough knowledge of GST and direct taxation 			

(*) The offered CTC (Basic + HRA + Conveyance + Medical + LTA + PF + Sodexho) would be negotiable & we may consider for higher scale beyond the above offered scale, based on the

qualifications and experience as per the Industry Standards and would not be a constraint for deserving candidates.

Note:

1. UTI ITSL reserves the right to reject any or all the applications or may decide not to fill in the post and position.
2. Reservation Rules are applicable as per Government of India guidelines.

B) MINIMUM EDUCATIONAL QUALIFICATIONS AND EXPERIENCE

1. Experience relevant to the post for which the application has been made will only be counted.
2. All Educational qualifications, Graduation / Post Graduation shall be a regular course (full time) and from a Institution recognized by Government of India.
3. Candidates must possess the prescribed post qualification experience as on 15.05.2020.

C) Vacancy

Designation	UR (Unreserved)	Total
Vice President	1	1
Total	1	1

D) HOW TO APPLY :-

Eligible candidates shall be required to apply online through our website www.utiitsl.com. The last date for online application would be 07.06.2020 11:59 p.m.

E) SELECTION PROCEDURE

1. The candidate should apply for the post subject to fulfillment of eligibility criteria.
2. In case the post applied for is not mentioned clearly & correctly, an application is liable for being rejected summarily without any correspondence.
3. Mere fulfillment of eligibility criteria shall not vest any right in a candidate for being called for the interview / selection.
4. The communication with respect to the interview will be sent to the shortlisted / eligible candidates through speed-post and email at their current address and E-mail IDs respectively mentioned in the application form. UTIITSL does not take any responsibility for non receipt of intimation.
5. Candidates have to bring all the documents in original as well as photocopy as enumerated in the E-mail at the time of interview.

6. The selected candidate shall be required to join the Company within period of maximum 30 days.
7. The selected candidates shall be placed on probation for a period of six months, extendable by six months more purely at the discretion of Appointing Authority.
8. UTIITSL reserves the right to offer position in appropriate grade & salary.

F) GENERAL INSTRUCTIONS:

1. Before applying for the post, candidates should ensure that he/she fulfils the Minimum eligibility and other criteria mentioned in the advertisement. UTIITSL being appointing authority would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/she has applied/appointed or if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement. No correspondence in this regard shall be entertained.
2. All the details given in the application form shall be treated as final and no changes will be entertained.
3. All minimum eligibility qualifications shall be regular on full time basis, where applicable, should be recognized by UGC/AICTE/Govt of India /State Govt and from UGC/AICTE/ Govt of India /State Govt recognized / affiliated institutes / colleges / universities as on the date of passing.
4. All credentials will be verified and copies of certificates will be verified with originals.
5. Candidates belonging to OBCs but coming under the "Creamy Layer" are not entitled to OBC concession. Such candidates should indicate their category as "General / Unreserved" only.
6. UTIITSL reserves the right to alter, modify or change the eligibility criteria and / or any of the other terms and conditions spelt out in the advertisement, including criteria for passing / method and procedure for selection.
7. The employees who are working in UTI ITSL and who are fulfilling the eligibility criteria can also apply. However, such candidates shall be treated at par with other candidates (No concession or relaxation shall be considered).
8. Appointment of selected candidates as per the requirement of the UTIITSL is subject to his/her being declared medically fit and verification of character, antecedents, conviction in any criminal case or filing of any FIR or pendency of any criminal case. Such appointments are liable to be cancelled.
9. The call for personal interviews will be purely provisional without verification of age, qualification, category (SC/ST/OBC) etc. of the candidates.
10. The candidates who are appearing from outstation shall be reimbursed first AC rail fare to and fro by shortest railway route on production of satisfactory evidence / tickets from the address

mentioned in the application form to UTIITSL and vice versa. However, no reimbursement shall be made to the local candidates. Any request for change of address other than application form will not be entertained.

11. Decision of UTIITSL in all matters regarding eligibility of the Candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the UTIITSL in this regard.
12. Any information or communication with regard to the advertisement related to the position or changes in the minimum requirements, terms & conditions, extension of last date of application, cancellation of the advertisement etc. shall be published on Company's website only. So the candidates must check the Company's website for updated details.
13. Any resultant dispute arising out of this Advertisement shall be subject to the sole jurisdiction of the Courts situated in Mumbai.
14. The candidates shall appear for interview at their expenses and risks and the UTIITSL will not be responsible for any injury / losses etc of any nature.

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION

UTI INFRASTRUCTURE TECHNOLOGY AND SERVICES LIMITED
CORPORATE OFFICE
CBD BELAPUR
NAVI MUMBAI

Vice President - HR