



दादरा नगर हवेली उर्जा वितरण निगम लिमिटेड

(सरकार का उपक्रम)

DNH POWER DISTRIBUTION CORPORATION LTD.

(A Government Undertaking)

CIN : U40100DN2012GOI000405

NO. DNHPDCL/48/2013/Part-II/336

10 AUG 2022 Dt. 01/08/2022

VACANCY CIRCULAR

Subject: Filling up of one vacancy for the post of Chief Financial Officer (CFO), Group 'A' in the Pay scale of Level 13 in the pay matrix (PB- 4+ Grade Pay Rs. 8700/- Pre- revised) on Deputation basis- reg.

It is proposed to fill up the one vacancy of **Chief Financial Officer (CFO)**, Group 'A' in the Pay scale of Level 13 in the pay matrix (PB- 4+ Grade Pay Rs. 8700/- Pre- revised) on deputation basis in DNH Power Distribution Corporation Ltd, D&NH, Silvassa. The eligibility criteria are given in **Annexure - I**.

1. Interested and eligible officials are requested to send their applications through their Employer/ Cadre Controlling Authority in the attached proforma (**Annexure-II**) to the undersigned within 45 days from the date of publication of advertisement for this vacancy on the website of the Corporation.
2. The administrative Ministries/ Departments are also advised to pay attention towards the points indicated in **Annexure-III**.
3. The copy of the Application format is provided in the website of the Corporation www.dnhpdcl.in along with advertisement. Also, any further updates of the advertisement would be displayed on our website www.dnhpdcl.in.
4. Attested copies of APARs of the last five years, cadre clearance and vigilance clearance certificate may also invariably be enclosed along with application.
5. The applications/ CV not accompanied by supporting certificates/ documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.
6. The terms & condition of deputation shall be regulated as per Deptt. of Pers. & Trg. OM No.6/8/2009-Estt.(Pay-II) dated 17.06.2010, as amended from time to time.


(C. A. Parmar)
General Manager (HR & Admin.)

Encl: Annexure I, II & III

To,

1. The Chief Secretaries to all the State Governments/Union Territories: with a request to give wide publicity among the PSUs, Semi-Government, Statutory or Autonomous Organizations under their administrative control.
2. The Chief Publicity Officer, DNH & DD with a request to publish the advertisement in the prominent Newspaper: one of English, one of Hindi and one of Gujarati and also in the Employment news.
3. Electricity Boards, DISCOMS, Transmission Companies of the Government of India.
4. The Director (IT), DNH & DD for uploading on DNH & DD website.
5. The Deputy Manager (HR & Admin.), DNHPDCL, Silvassa for necessary action and also to upload in the website of the Corporation.

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Regd. Office: Vidyut Bhavan, 66 KV Road, Near Secretariat, Amli, Silvassa - 396 230.

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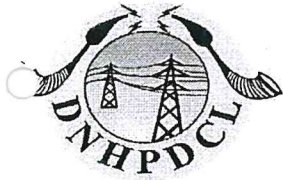
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STATE GOVERNMENTS / UNION TERRITORIES

1. The Chief Secretary to the Govt. of Andhra Pradesh, Hyderabad (A.P.)
2. The Chief Secretary to the Govt. of Arunachal Pradesh, Itanagar.
3. The Chief Secretary to the Govt. of Assam, Dispur, Guwahati (Assam).
4. The Chief Secretary to the Govt. of Bihar, Patna (Bihar).
5. The Chief Secretary to the Govt. of Chhattisgarh, Raipur.
6. The Chief Secretary to the Govt. of Goa, Panaji.
7. The Chief Secretary to the Govt. of Gujarat, Gandhinagar (Gujarat).
8. The Chief Secretary to the Govt. of Haryana, Chandigarh.
9. The Chief Secretary to the Govt. of Himachal Pradesh, Shimla.
10. The Chief Secretary to the Govt. of Jharkhand, Ranchi.
11. The Chief Secretary to the Govt. of Karnataka, Bangalore.
12. The Chief Secretary to the Govt. of Kerala, Tiruvananthapuram.
13. The Chief Secretary to the Govt. of Madhya Pradesh, Bhopal (M.P.)
14. The Chief Secretary to the Govt. of Maharashtra, Mumbai.
15. The Chief Secretary to the Govt. of Manipur, Imphal.
16. The Chief Secretary to the Govt. of Meghalaya, Shillong.
17. The Chief Secretary to the Govt. of Mizoram, Aizawl.
18. The Chief Secretary to the Govt. of Nagaland, Kohima.
19. The Chief Secretary to the Govt. of Odisha, Bhubaneswar.
20. The Chief Secretary to the Govt. of Punjab & Chandigarh, Chandigarh.
21. The Chief Secretary to the Govt. of Rajasthan, Jaipur.
22. The Chief Secretary to the Govt. of Sikkim, Gangtok.
23. The Chief Secretary to the Govt. of Tamilnadu, Chennai.
24. The Chief Secretary to the Govt. of Telangana, Hyderabad.
25. The Chief Secretary to the Govt. of Tripura, Agartala.
26. The Chief Secretary to the Govt. of Uttar Pradesh, Lucknow.
27. The Chief Secretary to the Govt. of Uttarakhand, Dehradun.
28. The Chief Secretary to the Govt. of West Bengal, Kolkata.
29. The Chief Secretary to the Govt. of Andaman & Nicobar Islands, Port Blair, Union Territory.
30. The Chief Secretary to the Govt. of Chandigarh Union Territory, Chandigarh, Union Territory.
31. The Chief Secretary to the Govt. of Delhi, Delhi.
32. The Chief Secretary to the Govt. of Jammu & Kashmir, Srinagar (J&K), Union Territory.
33. The Chief Secretary to the Govt. of Ladakh, Union Territory.
34. The Chief Secretary to the Govt. of Lakshadweep, Union Territory, Kavaratti.
35. The Chief Secretary to the Govt. of Puducherry, Puducherry, Union Territory.



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Annexure – I

1.	Name of Post	:	Chief Financial Officer (CFO)
2.	Classification of Service	:	GROUP 'A'
3.	No. of Posts	:	01 (One) Post

4. Details of vacant posts to be filled up :

Sr. No.	Name of Office/Station/ State	No. of vacancy to be filled up	Category of vacant post to be filled up
(1)	(2)	(3)	(4)
(1)	To, DNH Power Distribution Corporation Ltd., Vidyut Bhavan, Near Secretariat, Amli, Silvassa – 396230, U.T. of Dadra & Nagar Haveli	01	Un – reserved

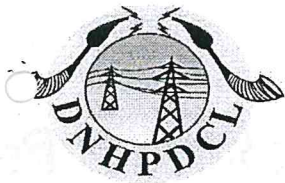
5.	Level of Pay	:	Level 13 in the pay matrix (PB- 4+ Grade Pay Rs. 8700/- Pre- revised)
6.	Method of Appointment	:	Deputation basis
7.	Period of appointment	:	Initially for one year extendable upto 3 years.
8.	Age limit	:	Upper age limit shall not exceed 56 years as on last date of receipt of application.
9.	Eligibility conditions	:	1. Chartered Accountant with very good exposure in maintaining Accounts in Double Accounts System, its finalization, handling taxation, legal, audit matters, etc. And
			2. Officials holding analogous post in Government/ Semi Govt. Undertakings, Departments, Corporations, Electricity Boards, Undertakings, etc. OR
			Officers in the Grade of PB III with Grade Pay of Rs. 6600 /- with minimum 5 years regular service in the grade in any Government/ Semi Govt. Undertakings, Department, Corporations, Electricity Boards, Undertakings, etc.
10.	Particulars of the employers to whom applications should be submitted are given under column (2) of para 4.		
11.	Last/ Closing date for receipt of Applications	:	Within 45 days from the date of publication of this advertisement on the website of the Corporation.

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ANNEXURE – II

BIO-DATA/ CURRICULUM VITAE PROFORMA

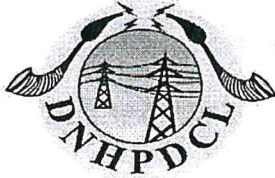
1.	Name and Address (in Block Letters)	
2.	Date of Birth (in Christian era)	
3.	Date of retirement under Central/State Government Rules	
4.	Educational Qualifications	
5.	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
	Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ Experience possessed by the officer
	Essential	Essential
	1. Chartered Accountant with very good exposure in maintaining Accounts in Double Accounts System, its finalization, handling taxation, legal, audit matters, etc. And	
	2. Officials holding analogous post in Government/ Semi Govt. Undertakings, Departments, Corporations, Electricity Boards, Undertakings, etc. OR	
	Officers in the Grade of PB III with Grade Pay of Rs. 6600 /- with minimum 5 years regular service in the grade in any Government/ Semi Govt. Undertakings, Department, Corporations, Electricity Boards, Undertakings, etc.	

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5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/ Department/ Office at the time of issue of Circular and issue of Advertisement on the website.

5.2 In the case of Degree and Post Graduate Qualifications elective/ main subjects and subsidiary subjects may be indicated by the candidate.

6. Please State clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post

6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.

7. Details of Employment, in chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office/ Institution	Post held on regular basis	From	To	* Pay Band and Grade Pay/ Pay Scale/ level as per seventh CPC of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for

* Important: Pay Band and Grade Pay/ level as per seventh CPC granted under ACP/ MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay Scale/ level as per seventh CPC of the post held on regular basis to be mentioned. Details of ACP/ MACP with present Pay Band and Grade Pay where such benefits have been drawn by the candidate, may be indicated as below:

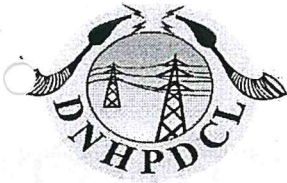
Office/ Institution	Pay, Pay Band and Grade Pay drawn under ACP/ MACP Scheme	From	To

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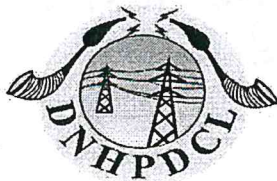
8.	Nature of present employment i.e. Ad – hoc or Temporary or Quasi – Permanent or Permanent		
9.	In case the present employment is held on deputation/ contract basis, please state-		
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/ organization to which the applicant belongs	d) Name of the post and Pay of the Post held in substantive capacity in the parent organization
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificates. 9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization			
10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11.	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade		
13.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale		

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14.	Total emoluments per month now drawn		
Basic Pay as per the Seventh CPC		Level in the seventh CPC	Total Emoluments
15.	In case the applicant belongs to an Organization which is not following Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment		Dearness Pay/ interim relief/ other Allowances etc., (with break-up details)	Total Emoluments
16. A	Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement) (Note: Enclose a separate sheet, if the space is insufficient.)		
16. B	Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/ Scholarships/ Official Appreciation (iii) Affiliation with the professional bodies/ institutions/ societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition (vi) any other information (Note: Enclose a separate sheet, if the space is insufficient.)		

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17.	Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non – Government Organizations are eligible only for Short Term Contract)	
	# (The option of 'STC'/ 'Absorption'/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18.	Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the Candidate)

Date:-

Address

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Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/ She possesses educational qualifications and experience mentioned in the Vacancy Circular. If selected, he/ she will be relieved immediately.

2. Also certified that;

- i.) There is no vigilance or disciplinary case pending/ contemplated against Shri./ Smt.
- ii.) His/ Her integrity is certified.
- iii.) His/ Her CR Dossier in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv.) No major/ minor penalty has been imposed on him/ her during the last 10 years OR A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)



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Annexure- III

Points to be noted by the Borrowing/ Parent Department/ Office to be highlighted in DOP&T circular for compliance by the Ministries/ Departments

1. Vigilance Clearance will not normally be granted for a period of three (03) years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of five (05) years after the currency of punishment in terms of DOP&T O.M. No. 11012/11/2007-Estt.(A) dated 14.12.2007.
2. While forwarding applications in respect of officers who are about to complete their "cooling-off" period shortly the instructions of DOP&T as contained in O.M. No. 2/1/2012-Estt.(Pay.II) dated 04.01.2013 may be strictly adhered to.
3. A copy of the Application format may be provided by the Borrowing Department in their website in a downloadable form along with the advertisement.
4. In the case of a vacancy already existing at the time of issue of communication inviting nominations/ publications on the Website, the eligibility may be determined with reference to the last date prescribed for receipt of nominations in the concerned administrative Ministry/ Department. In the case of an anticipated vacancy, the crucial date for determining eligibility should be the date on which the vacancy is expected to arise.
5. It shall prominently be mentioned in the vacancy circular/ advertisement that the applications/ CV not accompanied by supporting certificates/ documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.
6. Crucial date for determining of eligibility of the applicants will be counted after excluding the first date of publication of the vacancy/ post on the website of the Corporation. i.e. for vacancy published on website on 01.08.2022, the crucial date will be counted from 02.08.2022. (excluding the first date of publication)
7. To facilitate determination of eligibility of the applicants working in Public Sector Undertakings/ Autonomous organizations not following the Central Government Scales, their equivalent scales of Pay/ posts may be confirmed by the Borrowing Department. Where necessary, details in this regard may also be ascertained from the lending Department.

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