



Advertisement for Recruitment to the Post of Executive Director (Finance & Accounts)

Telecommunications Consultants India Ltd. (TCIL) is an ISO 9001:2015 certified fast growing multinational Public Sector Organization under the Ministry of Communications, Govt. of India. TCIL is operating globally to provide world-class technology and Indian expertise in all fields of Telecom, IT & Civil.

TCIL required qualified and experienced candidates for the post of **Executive Director (Finance & Accounts), (E9-IDA) on Regular basis.**

No. of Posts : 01

Date of Vacancy (to be considered for calculating all eligibility criteria): 01.02.2023

Essential Qualification : CA/ICWA from ICAI/ICWAI/2 years Full time MBA(Finance)/PGDM(Finance) from any recognized University/Institute

Age : Maximum 56 years (one year age relaxation for internal candidates) as on date of vacancy.

Pay scale : E9-IDA (Rs. 1,50,000 - 3,00,000) plus other allowance Like HRA, Medical, LTC, Transport Allowance, Perks & PRP as per Company Rules.

Eligibility & Experience:

Candidate Category	Eligible Pay Scale of Regular Post	Min. experience in Eligible Grade & Scale as on 01.02.2023	Total Experience in relevant field as on 01.02.2023
Central/State Govt./Armed Forces of the Union and All India Services	Pay matrix Level 14 (CDA) Substantive Grade*.	3 years	23 years
CPSE/SPSE	E-8 IDA Scale (Substantive Grade*).	3 years	23 years
Private Sector	Rs 50 lakhs p.a. CTC	3 years	23 years

***Note:** Attention is drawn that Candidates shall not only be in the relevant pay-scale but should have also obtained relevant 'grade'. Proof of both shall accompany the application.



Experience: Candidate should have relevant experience in following areas-

- i. To have strong communication, presentation skill and networking capabilities.
- ii. Proficient in Microsoft Excel, Power Point and Word.
- iii. Good leadership qualities with experience in leading large workforce.
- iv. Proven strategic planning experience at senior management level.
- v. Good knowledge of direct and indirect tax laws, GST laws, Income Tax laws, Accounting/Financial rules/policies,
- vi. Experience in preparing short-term and long-term financial plan.
- vii. Experience in carrying out project appraisal, cost-benefit analysis of various alternate options of business plan.
- viii. Experience in Financial, Accounting and Pay-roll Management.
- ix. Experience in Financial planning, budgeting & budgetary control
- x. Experience in Project Financial appraisal, bid management, tender evaluations.
- xi. Experience in filling of Tax/Financial returns, Tax compliances, Tax planning.
- xii. Experience in Internal financial control, Funds Management, liaison with financial institutions/banks.
- xiii. Experience in auditing, compliance to financial and accounting policies, internal financial monitoring and control.

Job description: Executive Director (Finance & Accounts) is the senior most finance executive below Board level and reports to Director (Finance). The duties and responsibilities include but not limited to:-

- i. He/She is the in-charge of Finance and Accounts functions of the organization and is responsible for evolving and formulating related policies and their implementation including Financial Planning, budgeting, costing, financial control, preparation of financial statements in compliance with corporate norms and statutory requirements.
- ii. Advising functional Director on financial matters, on how to increase profit through prudent financial practices and monitoring and enforcing compliance with finance related laws, procedures and regulations such as tax filing and financial reporting.
- iii. To lead the team of financial managers, advise them and monitor their performance.
- iv. Financial & Accounting management, Pay-roll Management.
- v. Financial planning, budgeting & budgetary control.
- vi. Financial appraisal of projects, bid document preparation, tender evaluations.
- vii. Fund management, preparation & finalization of accounts.
- viii. Filling of various financial returns, GST/Income tax filing and ensuring compliance with tax laws, Tax planning.
- ix. Funds Management including forex management, banking, and liaison with financial institutions/banks.
- x. Ensuring compliance to companies financial and accounting policies, internal financial monitoring and control.
- xi. Monitor and carry Internal auditing, statutory auditing, CAG audit.
- xii. Prepare annual financial plan to achieve the targets set by management and MoU targets of the company.
- xiii. Prepare quarterly and annual financial results.
- xiv. Prepare notes for approval by the company Board.
- xv. Prepare company funding strategy and long-term financial security and reduce cost of funding for the company.

TELECOMMUNICATIONS CONSULTANTS INDIA LIMITED

(A Government of India Enterprise)



Advt No. TCIL/11/052/HRD/Rct./008/2022

Dated: 17.10.2022

Terms & Conditions:

- (i) Age relaxation for internal candidate is 1 year.
- (ii) On appointment to the post, the candidate shall be on probation for a period of two years and shall be confirmed after successful completion of probation.
- (iii) Pay of candidates from private sector shall be fixed at minimum of the pay scale of the post to which he/she is appointed. Pay protection shall be given to candidates from PSU/Govt. sector.

Necessary Instructions:

1. Before applying, the candidate should ensure he/she fulfills the eligibility criteria and other norms mentioned in the advertisement.
2. Relaxation to candidates belonging to different categories shall be as per Govt. of India Directives.
3. Experience in the relevant field shall be calculated from the date of attaining the minimum essential qualification(s).
4. The posts advertised are meant for different locations in India/Abroad.
5. Mode of selection will be interview. TCIL reserves the right to modify the selection procedure, if deemed fit.
6. TCIL reserves the right to increase /decrease the number of vacancies and cancel the recruitment process at any stage.
7. TCIL reserves the right to shortlist applicants for interview and not bound to call all candidates meeting eligibility criteria.
8. The decision of TCIL in all matters would be final and binding, and no correspondence in this regard would be entertained.
9. Candidates working in Govt./CPSE/SPSE organizations should forward their applications through proper channel on or before the last date. Candidate may send advance copy directly to TCIL. However in case the application through proper channel is not received up to last date, is liable to be rejected.
10. Incomplete/Illegible/unsigned applications and applications received after the last date of receipt will not be entertained and the application form in the prescribed format without the self-attested copies of all relevant certificates i.e. Educational/Professional Qualifications, Date of Birth, proof of CTC/ Salary, relevant pay certificate/certified salary slip & Work Experience (s) shall be liable to be rejected. Proof of salary drawn shall be substantiated through submission of salary slips, Form 16, ITR etc. TCIL does not bear any responsibility for any delay in post/courier for any reason whatsoever.
11. Eligibility of the candidates shall be as defined on Substantive Grade, w.r.t. Pay-scale and relevant 'Grade' in the Scale.

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12. Name of the post applied for should invariably be mentioned on the top of the envelope containing the application form. Each envelope should contain only one application.
13. Interested candidates should send their applications in the prescribed format only in offline mode addressed to **“The General Manager (HR), Telecommunications Consultants India Ltd., TCIL Bhawan, Greater Kailash –I, New Delhi – 110048”** up to the last date of receipt of applications.
14. Last date of receipt of application through proper channel: **30.11.2022**