

WAPCOS LIMITED
(A Government of India Undertaking)
(76-C, Sector-18, Institutional Area, Gurugram, Haryana)

No. WAP/5/805/2019-20/Pers./BBSR

Date: 25.04.2020

WAPCOS Limited requires Manager (Finance) for work relating to Project assignments. The requisite qualification, age and pay package for the post are as under:

Sl. No	Name of the Post and pay Scale	No. of post	Maximum Age (As on 01.04.2020)	Minimum Experience (As on 01.04.2020)	Qualification
01	Manager (Finance) in the Pay scale of Rs.50,000-1,60,000 (Revised IDA). (work profile attached)	01	40 Years	5 to 10 Years	<ul style="list-style-type: none"> • B.Com from a recognised university. • M.Com from a recognised university (minimum 50% marks). • MBA (Finance & HRM) from a recognised university (minimum 70% marks).

- Incumbents will be entitled for CPF as per rules of the Company.
- Applicants are requested to submit the following fee in the form of demand draft drawn in favor of WAPCOS Ltd payable at **Gurugram** along-with the application form:
 - Rs.1000/- in case of General/OBC candidates
 - Rs.500/- in case of SC/ST/PWBMD and female candidates
- Those who are working in Govt. Departments/PSU/Autonomous Bodies are required to apply through proper channel or produce no objection certificate at the time of interview.
- Number of Posts may vary as per the requirements of the projects of the company.
- Management reserves the rights to fix the criteria to restrict the number of candidates to be called for Interview.
- No residential accommodation will be provided. However, HRA will be provided as per rules of the company.
- Before submission of application, the candidate must ensure that he/she fulfills the eligibility criteria and other norms mentioned in the advertisement.
- Age relaxation for SCs/STs/OBCs and PWBMDs will be as per Government rules.
- CVs should be in the prescribed proforma **along with photocopies of documents in support of date of birth, qualification and proof of category etc. in case of candidate belonging to reserved category** and post applied for should be superscribed on the envelope of the application.
- SC/ST/PWBMD candidates coming from outstation for appearing in the Written Test/Interview will be paid rail/bus fare by the shortest route as per rules/sleeper class on production of tickets/proof.
- The post of Manager (Finance) is for Projects Assignments and the candidate selected will be liable to be posted anywhere in India.

- The mere fact that a candidate has submitted his/her application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her the right to be definitely called for interview/considered further for the engagement.
- The Applicant should have valid Indian Passport will be required at the time of joining.
- The Company will not be responsible for any postal delay within the specified time.
- Interested candidates fulfilling the eligibility criteria may send their CV in the prescribed proforma in an envelope superscribing **post applied for Manager (Finance)** within 15 days from the date of advertisement to:

**Chief Project Manager,
WAPCOS Limited,
Plot No. N 3/200 IRC Village,
Near Ekamra Villa Chowk
Nayapalli, Bhubaneswar-751015,
ODISHA**

- For details and proforma visit our website www.wapcos.co.in and for clarification call at 0124-2399428(extn 1206).

Brief Work Profile

To be responsible for Fund management i.e Fund Flow, Cash Flow. Payment realization from Clients. Internal Audit and external Audit. On line Tendering process. Co-ordination with bankers for operation of bank transaction. Payment/Receipt of all type of Statutory dues ie. taxes such as GST, TDS, ITR, etc. as per schedule. Finalization of Annual accounts. Adjustment of General / T.A. advance of the staff. Maintenance of all types of record. All activities shall be done in close coordination with HQ.