

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

No. WAP/5/828/2022

Date: 17/05/2022

WAPCOS Limited requires 10 nos. Jr. Assistant (Finance) (UR-05, ST-01 & OBC-04) at Finance Division on regular basis for ongoing projects as per Company's requirements. The requisite qualifications, minimum experience, age and pay package for the post is as under:

Sl. No	Name of the Post and pay Scale	No. of posts	Maximum Age (As on 01.04.2022)	Qualification
01	Jr. Assistant (Finance) in the pay scale of Rs.19,000-66,000 (IDA)	10 nos. (UR-05), (ST-01), (OBC-04)	25 years	Essential • B.Com from a recognised university

- 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 favour 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,
- EWS Candidates can also apply for the above post.
- Those candidates who applied earlier need to apply again.
- Those who are working in Govt. Departments/PSUs/Autonomous Bodies are required to apply through proper channel or produce no objection certificate at the time of Personal discussion.
- Management reserves the rights to fix the criteria to restrict the number of candidates to be called for Personal discussion.
- No residential accommodation will be provided. However, HRA will be paid 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.

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- Age relaxation for SC/ST/OBC and PWBMD will be as per Government rules.
- Age relaxation to employee working in WAPCOS on contract basis will be given as per Company's Rules
- CVs should be in the prescribed proforma **along with photocopies of documents in support of date of birth, qualification, experience 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.
- The number of post may vary as per the requirements of the projects of the Company
- SC/ST/PWBMD candidates coming from outstation for appearing in the Personal discussion will be paid rail/bus fare by the shortest route as per rules on production of tickets/proof.
- **The post of Jr. Assistant (Finance) is for Projects Assignments and the candidates selected will be liable to be posted anywhere in India & Abroad.**
- The mere fact that a candidates 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 Applicants 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.
- The candidate should be required to send advance copy of the application at finance@wapcos.co.in along with hard copy.
- Interested candidates fulfilling the eligibility criteria may send their CV in the prescribed proforma in an envelope superscribing **post applied for Jr. Assistant (Finance)** within 21 days from the date of advertisement i.e. on or before 06/06/2022 to:

**Chief Manager (Finance),
WAPCOS LIMITED,
76-C, Institutional Area Sector-18,
Gurugram-122015 (Haryana)**

- For details and proforma visit our website www.wapcos.co.in and for further Clarification call +91-124-2399445