



## CHANDIGARH INTERNATIONAL AIRPORT LIMITED

Registered Office: Room No. 1, Project Office Building, Civil Airport, Chandigarh- 160003

Corporate Office: New Civil Air Terminal, Jhurheri, Mohali (Punjab) 140306

### **ENGAGEMENT OF ASSISTANT MANAGER IN FINANCE AT CHANDIGARH INTERNATIONAL AIRPORT LIMITED ON FIXED TERM CONTRACT BASIS (Recruitment Notification No 3/2023).**

Chandigarh International Airport Limited (CHIAL), a joint venture company incorporated under Companies Act, 2013 by Airports Authority of India (a Public Sector Undertaking) in association with Punjab Government through Greater Mohali Area Development Authority (GMADA) and Haryana Government through Haryana Shehri Vikas Pradhikaran (HSVP) to operate and maintain Chandigarh International Airport which has come up with a new state of art International Airport at Mohali, Punjab.

To drive this business, it requires dynamic, energetic and passionate Executives in the field of Finance as per the details given below:

S. No.	Name of Post	No. of Vacancies	Place of Posting
1.	Assistant Manager (Finance)	04	Chandigarh International Airport Limited (CHIAL)

All the above number of positions may be changed with the sole discretion of CHIAL Management. CHIAL Management reserves the right for change/cancellation of part or full advertisement/number of positions/venue/procedure/date /time of interaction etc. The decision of the CHIAL Management shall be final and binding under all circumstances. CHIAL reserves the right to increase or decrease or scrap these positions/advertisement in part or full, depending upon the present/future requirements or due to any other administrative issue.

The eligibility criteria for all posts as on 01.12.2022 shall be as follows:-

#### **ELIGIBILITY CRITERIA:**

#### **ASSISTANT MANAGER (FINANCE)**

- i. **Age Limit** : Age as on 01/12/2022 should not be more than 35 years;
- ii. **Qualifications:** ICWAI (Cost Accountant) /CA (Chartered Accountant) with  
B. Com from a reputed college;
- iii. **Experience:** Minimum 3 years post qualification experience as on 01.12.2022 in Finance & Accounts Management post qualification;

#### iv. Job Description

- Knowledge of ERP is must;
- Should have excellent knowledge of Consolidation of Accounts and finalization /closing of accounts;
- Complete Knowledge of entire Financial Operation like – Account Payable, Account Receivable, General Ledger, Assets Management in ERP, Processing of salary, PF, Financial Concurrence, Audit matter and banking matter;
- Budgeting: Formulating budgets and conducting variance analysis to determine difference between projected and actual results to be followed up with corrective actions. Divisional and Profit Centre Budgeting. It included allocation of costs to various profit centres, Half Yearly and Quarterly forecasts, Monthly projection, variance analysis;
- Well Knowledge of Direct (TDS & TCS) and Indirect Taxation along with complete GSTR1, GSTR2, 3 B, TDS GST and Annual return submission of GST;
- Working capital Management;
- Well knowledge in Segment Accounting and Segment wise Profitability;
- Ensure monthly, quarterly and yearly closing of Accounts with accuracy;
- Monitors and analyses department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy;
- Fund Management: Monitoring cash flow transactions and projecting cash requirements for future;
- Knowledge of Indian Accounting Standard;
- Debtors ,26AS Reconciliation and GST Reconciliation;
- Monitoring and analysing accounting data and produce financial reports or MIS;
- Knowledge of IND Accounting Standard;
- Any other additional responsibility could be assigned to the role holder from time to time as a standalone project or regular work;
- Full Supportive knowledge at Limited Review, Internal Audit, CAG Audit and Statutory Audit;
- Complete knowledge in Purchase Function, Procurement Scheduling and coordination with Payable;
- Efficient application in Cost Benefit analysis on Transitional project and business;
- Meets accounting financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analysing variances; initiating corrective actions;
- Guides other departments by researching and interpreting accounting policy; applying observations and recommendations to operational issues;
- Monitoring of Accounts of the units;

The above are only indicative list of responsibilities and may change from time to time as per the requirement of Company.

## **GENERAL CONDITIONS**

### **1. NATIONALITY / CITIZENSHIP**

Candidate must be a citizen of India.

Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents pertaining to nationality, age, educational qualifications etc. in original along with a photocopy thereof in support of their identity and eligibility.

### **2. TENURE**

Appointment will be on Fixed Term Contract basis (FTC) initially for a period of Four (04) years. The period of one year will be treated as probation period and on successful completion of probation period, the period of engagement will be considered for extension at the sole discretion of the Management of CHIAL.

### **3. PAY AND ALLOWANCES**

#### **FOR ASSISTANT MANAGER LEVEL POSITIONS**

<b><u>PERIOD</u></b>	<b><u>EMOLUMENTS (INCLUSIVE OF ALL)</u></b>
<b>First Year</b>	<b>Rs. 70,000/-</b>
<b>Second Year</b>	<b>Rs. 75,000/-</b>
<b>Third Year</b>	<b>Rs. 80,000/-</b>
<b>Fourth Year</b>	<b>Rs. 85,000/-</b>

**IN ADDITION TO ABOVE:** PF Contribution shall be equivalent to the basic of Rs.40,000/-.

**Leaves:** Half Pay Leave (sick leave) 12 + 9 CL + 2 RH

**Medical Insurance:** For self + spouse + 2 dependent children + dependent parents upto Rs. 10,000/- per annum.

### **4. SELECTION PROCEDURE**

Selection will be through an interactive interview with the CHIAL Management.

### **5. HOW TO APPLY:**

- Candidates meeting the eligibility criteria **as on 1<sup>st</sup> December 2022** are advised to send their duly filled in Application Form **latest by 05/05/2023** to the **‘CHIEF FINANCIAL OFFICER, CHANDIGARH INTERNATIONAL AIRPORT LIMITED, NEW CIVIL AIR TERMINAL, JHURHERI, MOHALI, PUNJAB - 140306’** along with:

**a) Demand Draft of Rs. 500/- in favour of ‘CHANDIGARH INTERNATIONAL AIRPORT LIMITED’ payable at ‘CHANDIGARH’**

b) Self-attested copies of all Certificates/Testimonials in support of Date of Birth, Educational Qualification,

c) Discharge Certificate (for Ex-Servicemen) (self-attested)

d) Experience Certificate (self-attested)

e) Two (02) recent passport size photographs.

#### **6. Other Criteria:**

- **Please note that No original certificate is to be submitted with the Application Form. Although, Candidates are required to bring all Original Certificates at the time of interview for verification purpose only.**
- The applicants are advised to specify the subject line on the Envelope as “Application for the post of “Assistant Manager (Finance)”
- A recent (not more than 3 months old) coloured passport size photograph of the full face (front view) should be pasted neatly in the space provided in the Application Form.
- Candidates are also required to submit along with application an A/c Payee Demand Draft for an amount of **Rs. 500/- (Rupees Five Hundred only)** in favour of **‘CHANDIGARH INTERNATIONAL AIRPORT LIMITED’ payable at ‘CHANDIGARH’**, as non- refundable Application Fee. Please mention your Full Name, date of birth and Mobile number on the reverse of the Demand Draft.
- Candidates working in Government/Semi-Government/Public Sector Undertakings or autonomous bodies, must walk-in with the completed Application Form routed through proper channel or along with “No Objection Certificate” from their present employer.

#### **7. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT**

Candidates are advised in their own interest that they should not furnish any particulars/ details/ information or make statements that are false, incorrect, tampered, fabricated and should not conceal or suppress any material information while filling up the application form and submitting the attested copies of testimonials. In case it is detected at any time that the candidate has indulged in any of the above mentioned activities, he/she will not only be disqualified, but he/ she will also be liable to be dismissed from the services of CHIAL at any time, even after being selected and after joining CHIAL in service.

## **8. GENERAL ELIGIBILITY**

The appointment of the selected candidate will be subject to following:

### **Medical Fitness**

The selected candidate must be declared medically fit by a doctor or a panel of doctors approved by CHIAL.

### **Character verification**

The selected candidate will be subjected to verification of their character and antecedents.

## **9. GENERAL INSTRUCTIONS**

- 9.1 The short listed candidates will be considered for engagement on a Fixed Term Contract basis (FTC) initially for a period of Four years. The period of one year will be treated as probation period and on successful completion of probation period, the period of engagement will be considered for extension at the sole discretion of the Management of CHIAL.
- 9.2 Selected Candidates will have to bear the cost of the Pre-Engagement Medical Examination(s).
- 9.3 Candidates should satisfy themselves about their eligibility for the post applied for. TA/DA for interview to be paid on production of tickets (equivalent to AC III tier rail fare).
- 9.4 Candidates serving in Govt./ Quasi Government offices, Public Sector Undertakings, are advised to submit 'No Objection Certificate' from their employer at the time of Interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.

- 9.5 In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
- 9.6 Candidates are advised in their own interest to send their resumes to the mentioned address much before the closing date and not to wait till the last date.
- 9.7 CHIAL does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of CHIAL.
- 9.8 In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/ or that he/ she has furnished any incorrect/ false information or has suppressed any material fact(s), his/ her candidature will stand cancelled. If any of these shortcomings is/ are detected even after appointment, his/ her services are liable to be terminated.
- 9.9 Candidates are advised to keep their e-mail ID alive for receiving advices, viz. Call Letters/ Interview date advices etc.
- 9.10 Decisions of CHIAL in all matters regarding eligibility, conduct of Interview, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by CHIAL in this regard.
- 9.11 Appointment of selected candidate is subject to his/ her being declared medically fit as per the requirement of CHIAL. Such appointment will also be subject to the service and conduct rules of CHIAL for such post in CHIAL, in force at the time of joining CHIAL.
- 9.12 Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in Chandigarh and courts/ tribunals/ forums at Chandigarh only shall have sole and exclusive jurisdiction to try any cause/dispute.
- 9.13 Further, CHIAL reserves the right to cancel this selection process and not proceed in the matter OR at any stage accept or reject any or all candidatures, without giving any explanation whatsoever.
- 9.14 **Those Candidate who has already applied for the above post need not apply again.**

**10. DISCLAIMER**

In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his /her candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his /her services are liable to be terminated. Decisions of CHIAL in all matters regarding eligibility, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by CHIAL in this regard.



## Application Format

ANNEXURE-1

<b>Name (in capital letters)</b>		<b>Paste Self-Attested recent passport size photograph</b>
<b>Gender</b>		
<b>Father's Name</b>		
<b>Mother's Name</b>		
<b>D.O.B.</b>		
<b>Aadhar Number</b>		
<b>E-mail ID (to be used for all official correspondence)</b>		
<b>Current Residential Address</b>		
<b>Permanent Residential Address</b>		
<b>Contact Number(s)</b>		

EDUCATIONAL QUALIFICATION					
Qualification	Institution/ College/ University	Percentage	Marks	Month & Year of passing	Remarks (if any)
10 <sup>th</sup>					
12 <sup>th</sup>					
Graduation					
Any Other qualification					

EXPERIENCE AFTER COMPLETION OF STUDIES (Start with the latest experience)

Organization/ Company	Period of Working		Designation	Role/Function
	From	To		

Other Details:

Last Drawn Salary	
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I hereby declare that the above statements are true and complete to the best of my knowledge and belief. I understand that in the event that the information is found to be false or incorrect, my candidature shall be considered as terminated without any notice.

Signature of the Candidate