

CIDCO invites applications from eligible candidates for interview to the post of Senior Accounts Officer.

The application **clearly mentioning the name of the post for which you are applying in prescribed format** should reach in hard copies to undersigned **on or before 25.08.2018** on following address:-

Office of Manager (Personnel)
2nd Floor, CIDCO Bhavan,
CBD Belapur, Navi Mumbai.
Pin Code: 400614.

Pre requisites and other conditions for the posts of Senior Accounts Officer are as-

Post code	Post Name	Age	Educational qualification	Experience criteria
01	Senior Accounts Officer	Not more than 45 years	CA or M.Com with advanced accountancy & auditing as a spl. subject	Min 15 yrs exp. of which 5 yrs exp. should be in the cadre of Accounts Officer in Accounts, Finance and Audit dept. Of a large public sector U/T, Commercial U/T or manufacturing concern preferred.

Post code	Post Name	Pay-Band (in RS)	Reservation
01	Senior Accounts Officer	Rs. 15600-39100 + Grade Pay 7600	01 ST 02 Open

The detailed advertisement is available under '**career**' section of CIDCO official website www.cidco.maharashtra.gov.in

Age limit-

1. The condition of upper age limit is not applicable to the departmental employees working in CIDCO.
2. Date of birth as per SSC/School Leaving Certificate and age as on **31.07.2018** should be mentioned.

GENERAL TERMS AND CONDITIONS-

1. Post for which the application is made should be clearly mentioned in the application form. If the candidate wishes to apply for multiple posts, he/she should submit separate application form.
2. Applications which are not submitted in the format mentioned are liable to be rejected.
3. Before filling up the application form candidates should ensure that they fulfill all eligible criteria. Corporation will take up verification of eligibility conditions with reference to original documents only after the candidate has qualified for interview. Their admission to all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria.
4. Candidates must make sure that he/she is fulfilling all the required educational and experience criteria. Candidature can be cancelled at any time and any stage, if a candidate is not fulfilling the requisite criteria.
5. The applications will be scrutinized on the basis of experience and educational qualification possessed by the candidate.
6. Selection of candidate will be through a competitive written examination and/or personal interview.
7. Taking into consideration the performance in a competitive written examination and/or Personal interview, the select list will be prepared.
8. All candidates should be domiciled in the state of Maharashtra.
9. Knowledge of Marathi is necessary.
10. Prescribed qualifications are minimum and mere possession of the same does not entitle the candidates called for interview. The candidates will be shortlisted for interview commensurate with the number of vacancies.
11. If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will be cancelled.

12. Candidate will not be eligible for the appointment if he/she punished by any court in the civil/Criminal cases. Candidate must produce the details, if he/she facing police inquiry/outstanding court matter or punishment if any; selected candidate must submit NOC from the police department at the time of appointment.
13. If the candidate knowingly or will fully furnished incorrect or false particulars or suppress material information, he/she will be disqualified and if appointed, shall be liable for dismissal from the Corporation's service without any notice or assigning any reason whatsoever.
14. The decision of the Management in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
15. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regards to their selection/recruitment shall result in disqualification of candidature and shall attract Police action.
16. The recruitment in CIDCO Ltd. is done strictly as per merit in a systemic way giving appropriate weightage to various parameters as decided by the Interview Selection Panel.
17. Any request for change of venue of personal interview shall not be entertained.
18. Candidate should attend the personal interview at their own expenses and CIDCO will not bear any cost on that account.
19. Selected candidate appointed in CIDCO and will have to work at any place within State of Maharashtra or elsewhere at Project places.
20. Candidate must be alert from the assurance of Mediator/ Thief/ Persons who claim to be belonging to CIDCO.
21. The candidates should submit the self-attested documents in order mentioned below-
 - a. Duly filled application form.
 - b. Self attested copy of SSC mark sheet and passing certificate.
 - c. Self attested copy of HSC mark sheet and passing certificate.
 - d. Self attested copy of graduation mark sheet and degree certificate.
 - e. Self attested copy of Post graduation mark sheet and degree certificate.

- f. Experience letter.
 - g. Self attested copy of PAN card.
 - h. Self attested copy of Domicile certificate
22. Candidates should produce “No Objection Certificate” from the concerned department at the time of attending the personal interview.
23. The candidates should be healthy and physically, mentally fit as also capable to carry out the proposed task assigned to him/ her.
24. CIDCO reserves right to change the number of posts advertised and to cancel this advertisement without giving any notice at any time.
25. The list of candidates short listed for the Personal interview will be published on CIDCO’s website www.cidco.maharashtra.gov.in

Manager (Personnel)

CIDCO

08.08.2018