



**GUJARAT AGRO INDUSTRIES
CORPON. LTD.**

(A Government Enterprise)

**Gujarat State Civil Supplies Corp. Building
2nd floor, Sector-10/A, "Ch" Road
Gandhinagar 382010(Gujarat)
Tele fax: 079-23240208**

Gujarat Agro Industries Corporation Ltd. (A State govt. Enterprise) invites applications from suitable candidates having requisite qualifications and experience for the following posts:

**Manager(Finance) - Two posts.
(Scale:Rs.15600-39100)Plus Grade Pay: Rs.5400/-
Company Secretary - One post
(Scale: Rs.9300-34800)Plus Grade Pay: Rs.4600/-**

Persons, having relevant qualifications and requisite experience ONLY, need to send resume in the prescribed format alongwith self certified copies of qualifications/experience certificates, Passport size photo etc., in hard copy, on or before 12.06.2017.

For More details, log on to www.gaic.gujarat.gov.in and continue to follow it for more information.

- Managing Director

GUJARAT AGRO INDUSTRIES
CORPORATION LTD.
(A Government of Gujarat Enterprise)
Gujarat State Civil Supplies Corpn. Bldg.,
2nd Floor, "B" Wing, Sector-10/A
Gandhinagar 382 010
Tele Fax No. 079-23240208

Date: 20.05.2017

Gujarat Agro Industries Corporation Ltd. (GAIC) intends to fill up 2 posts of Manager (Finance) and 1 posts of Company Secretary. The Head Office of GAIC is at Gandhinagar and it has Field Officers throughout the State. The candidate will be liable to be transferred throughout the State.

Qualification & Experience:

1. Manager (Finance): - (two posts)
Chartered Accountant (CA) having post-CA experience of minimum 5 years.
(Preference shall be given to those who are having additional qualifications in Business Management/ Finance/ Taxation etc.).
2. Company Secretary: - (one post)
Company Secretary (CS) having post-CS experience of minimum 3 years.
He/She must be a member of ICSI(The Institute of Company Secretary of India)

The candidate will be selected and appointed on regular pay scale as follows:

1. Manager (Finance) Pay Scale: Rs.15600-39100
(Grade Pay: Rs.5400)
Approx. Emoluments: Rs.53,000/-
2. Company Secretary : Pay Scale: Rs.9300-34800
(Grade Pay: Rs.4600)
Approx. Emoluments: Rs.36,000/-

The selected candidate will be appointed at the lowest pay of the corresponding Pay Scale.

His services will be governed as per the Government Rules & Regulations as applicable to GAIC and he will be entitled to any revision that may take place from time to time.

The candidate so selected shall be entitled to draw all regular perks such as HRA, CLA, Medical Allowance, etc. as applicable to the respective posts in GAIC.

Age Limit:

1. The Upper Age Limit for the Post of Manager (Finance) is 38 years as on date of publishing this Advertisement in the News papers.
2. The Upper Age Limit for the Post of Company Secretary is 32 years as on date of publishing this Advertisement in the News papers.

Probation:

The person so selected will be appointed on probation of 2 years. During the probation period his performance will be evaluated and accordingly he will be promoted from 1st year to 2nd year. The probation can be extended in case of his performance is not at par with the standard.

The services of the person so appointed can be terminated at any time without assigning any reason during the period of probation.

After the successful completion of probation of 2 years, the person will be regularized in the services of GAIC.

Submission of application:

The candidates need to send their application in the prescribed format, by post or in person and must send hard copies of detailed resume, contact information, photograph and all the necessary documents on or before 12/06/2017 to Addl. General Manager (M&P&A), Gujarat Agro Industries Corporation Ltd. 2nd floor, B Wing, Gujarat State Civil Supplies Corporation Building, Sector 10/A, CH Road, Gandhinagar 382010. The envelope should be superscribed with the name of post applied. Applications received after 12.06.2017 will not be considered. Application forms can be down loaded from www.gujagro.org.

Criteria for selection:

The candidates screened on the basis of academic qualification and experience will be called for personal interview.

The total marks of Educational Qualifications, Experience and personal interview will be counted for final selection.

The candidate should have dynamic perspective with excellent communication skills in both English and Gujarati languages and a very good knowledge of computer and ITeS.

The selected candidate will be given one month period for joining the services, failing which his selection will be deemed cancelled. However, in special circumstances, GAIC may allow further grace on merit of the case.

The candidate will not be eligible for any TA/DA or any other allowance for appearing in the personal interview.

The following documents are required for Association of Office, Educational Qualification and Work Experience:-

1. S.S.C. Mark sheet
2. H.S.C. Mark sheet
3. Date of birth certificate
4. B.Com. Mark sheet (1st year, 2nd year and 3rd year)
5. Student Registration Letter issued by ICAI/ICSI
6. Mark Sheet of all the groups of C.A. Final/CS Final
7. Certificate for additional Qualification issued by Institute/University for ICWA, CFA/MBA, any other, alongwith marksheet.
8. For candidates applying for CS post, membership certificate/card is mandatory.
9. Work Experience documents
10. Last Pay Certificate

BIO-DATA

NAME : _____
ADDRESS : _____
PHONE NO. : Land Line: _____ Mobile: _____
E-MAIL ID. : _____
DATE OF BIRTH: _____
Category : SC/ST/SEBC/General

ACADEMIC/PROFESSIONAL QUALIFICATIONS:

Exam Passed	Year	Subjects	Marks (%)	Board/Uni./Institution
SSC				
HSC				
B.Com.	1 st			
	2 nd			
	3 rd			
CA/CS	Intermediate/PE II/IPCC Exam			
	Final Exam			
Additional Qualifications				

Computer Proficiency : _____

Languages Known : _____

Work experience : _____ (Total Years)

(Give details of experience
with present work profile) :

(1) _____

(2) _____

(3) _____

Present Employer : _____

Last drawn salary : _____ p.m. (Certificate Attached)

SIGNATURE: _____

NAME : _____