

30.11.2022

Advertisement No.: CEIL/HR&A/Advt./2022-23/02

**Recruitment of DGM (F&A), Dy. Manager (F&A) & Officer (F&A)**

**Certification Engineers International Ltd. (CEIL)** is a wholly owned subsidiary Company of Engineers India Ltd. (EIL), a Government of India Undertaking, under the administrative control of Ministry of Petroleum & Natural Gas (MOP&NG) of the Govt of India CEIL has been a profit making company for last 28 years i.e. since its inception and is a leading player in the areas of certification/re-certification of offshore structures, Third Party Inspection of high end technology equipment for onshore and offshore oil & gas facilities; independent design analysis of structures, foundations , Third Party Inspection of pipelines, quality surveillance/certification at fabrication yards and during installations, pre-commissioning & commissioning, Safety Audits etc.

**CEIL invites application from Indian Nationals for the following posts in Finance & Accounts Department at our Mumbai Office with following criteria:**

- 1) **DGM (F&A):**  
**Number of Post** : One  
**Posting** : CEIL Head Office at Navi Mumbai  
**Educational Qualification** : Graduate (full time with minimum 50% marks) from a recognised university having professional qualification as Chartered Accountant (CA) from The Institute of Chartered Accountants of India **OR** Cost Accountant (CMA) from The Institute of Cost Accountants of India

**Post Qualification experience:** –

Minimum twenty-one years of Post qualification working experience in handling various aspects of F&A with knowledge of accounting functions, updated knowledge of Ind-AS, finalization of accounts, budgetary & financial control, internal audit, Statutory Audit, GST Audit, CAG Audit, taxation (Direct & Indirect), liaison with external organizations and authorities etc.

**Post qualification experience will be counted from the date of acquiring CA/CMA. Training period will not be counted as part of the experience.**

- 2) **Deputy Manager (F& A):**

**Number of Post:** One

**Posting:** CEIL Head Office at Navi Mumbai.

**Educational Qualification:** Graduate (full time with minimum 50% marks) from a recognised university having professional qualification as Chartered Accountant (CA) from The Institute of Chartered Accountants of India **OR** Cost Accountant (CMA) from The Institute of Cost Accountants of India.

**Post Qualification Relevant Experience:** Minimum six years of Post qualification working experience in handling various aspects of F&A with knowledge of accounting functions, updated knowledge of Ind-AS, finalization of accounts, budgetary & financial control, internal audit, taxation, payment to employees/third parties, liaison with organizations, vetting of purchase & other proposals etc.

**Post qualification (PQ) experience will be counted from the date of acquiring CA/CMA qualification. Training period will not be counted as part of the experience.**

- 3) **Officer (F&A):**  
**Number of Post** : One  
**Posting** : CEIL Head Office at Navi Mumbai  
**Educational Qualification** : Graduate (full time with minimum 50% marks) from a recognised university having professional qualification as Chartered Accountant (CA) from The Institute of Chartered Accountants of India **OR** Cost Accountant (CMA) from The Institute of Cost Accountants of India

**Post Qualification relevant experience:**

Minimum one year of Post qualification working experience in handling various aspects of F&A with knowledge of accounting functions, Ind-AS, budgetary & financial control, internal audit, taxation, payment to employees/third parties, liaison with organizations, vetting of purchase & other proposals etc.

**Post qualification experience will be counted from the date of acquiring CA/CMA. Training period will not be counted as part of the experience.**

**Applicable for all the above posts:**

**Probation Period** : Selected candidates will be on probation for one year.

**Other details** : Pay scale and Age Limit

Sr. No	Position /Level	Scale of Pay	Annual CTC (in Rs.)	Vacancies	Minimum PQ Experience	Maximum Age
1	<b>Deputy General Manager (F&amp;A) /F</b>	Rs.90,000-3%-2,40,000/(IDA 2017)	25.13 lacs approx.	UR-01	21 years	50 years
2	<b>Deputy Manager (F&amp;A)/B</b>	Rs. 50000-3%-160000/(IDA 2017)	13.96 lacs approx.	UR-01	6 years	35 years
3	<b>Officer (F&amp;A) /A0</b>	Rs.30,000-3%-1,20,000 / (IDA 2017)	8.37 lacs approx.	UR-01	1 year	30 years

Selected candidates will be placed at the minimum Basic Pay in Pay Scale indicated for the post. Besides Basic Pay, candidates will also be paid Industrial Dearness Allowance, House Rent Allowance / Company Accommodation (wherever available) and will also be entitled for other perquisites & allowances / benefits such as Leave, Medical Facilities, Contributory Provident Fund, Gratuity, NPS, Group Personal Accident Insurance, Performance Related Pay (PRP) etc. as per Company Rules.

#### **GENERAL INFORMATION/CONDITION:**

1. Reservations exist for SC/ST/OBC/Persons with disabilities (PwD)/EWS as per Govt. of India guidelines. Age is relaxable for SC/ST/OBC/Persons with disabilities as per Govt. guidelines. Experience prescribed is relaxable at the discretion of Company for SC/ST candidates. Company reserves the right to relax the above conditions in suitable cases. Cut-off date for experience & age is **30.10.2022**.
2. Prescribed Educational Qualifications & no. of years of experience are the minimum qualifying criteria. Mere possession of the same does not entitle candidates for interview. CEIL also reserves the right to reject any candidature without assigning any reason whatsoever.
3. Upper age limit for Persons with Disabilities (PwD) candidates is relaxable by 10 years. Persons with 40% or more Disabilities shall be eligible for relaxation.
4. Upper age limit is relaxable for Ex-Servicemen.

#### **How to apply :**

#### **1. Candidates fulfilling the qualification and experience criteria may send their CV/ Application Form strictly in this order:**

1. Position and Discipline applied for, 2. Name, 3. Date & Place of Birth, 4. Sex, 5. Nationality 6. Mailing Address, Permanent Address & Contact no., Email id, Mobile no 7. Educational Qualifications with details of Institute & University/Board, year of passing, Discipline & %age of marks/division obtained from Secondary School Examination onwards 8. Graduation –Whether regular or correspondence with percentage of marks. 9. Details of month and year of passing of CA/CMA 10. Post-qualification Experience in chronological order starting with present employment giving name/s of employer with duration of employment in each case, post held, scale of pay & salary drawn and nature of duties performed, 11. Whether SC/ST/OBC/Persons with disabilities (if yes, furnish proof)/EWS 12. Name & Signature with date.

Kindly submit **the following duly self-attested documents along with CV/ Application form pertaining to**

- a) Graduation Certificate & Final year mark sheet indicating percentage of marks
- b) CA/CMA certificate
- c) Experience/Service certificates

and Candidates fulfilling the above criteria can send their applications by email to the following email id on or before the last date of submission of application i.e. **within 15 days of publication of advertisement in the Employment News:**

[ceil-fa@ceil.co.in](mailto:ceil-fa@ceil.co.in)

**Application fee: NIL**

**In the subject line of email, the candidate must write the relevant position applied for i.e. “Application for DGM (F&A) or Dy. Manager (F&A) or Officer (F&A)”**

2.. The e-mail address specified in the application should be valid/ functional for at least 24 months from the date of the submission of application. Intimation for interview shall be sent by email. Kindly ensure that your email is valid and operational. Candidates are advised to periodically check their email and the website [www.ceil.co.in](http://www.ceil.co.in) for further updates.

CEIL shall not be responsible for any loss of email, due to invalid/wrong email id. No request in this regard will be entertained.

**3. Schedule of Submission of Application:** Last date of receipt of application on email is within 15 days of publication of the advertisement in the Employment News.

Please note that information regarding any change in last date of submission of application shall be published on CEIL’s website [www.ceil.co.in](http://www.ceil.co.in) only. Hence, candidates shall ensure to keep track of the same.

4. Applications received will be put up to Committee for Shortlisting.

Screening and selection will be based on the details provided in the application form, hence it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong/false information will be a disqualification and CEIL will NOT be responsible for disqualification as a consequence of furnishing of such wrong/false information.

5.Short listed candidates will be informed about the Date, time and venue of the Interviews through email mentioned in the CV/Application form. Interviews will be held at CEIL office in Mumbai.

**GENERAL CONDITIONS:**

1. Shortlisted candidates called for interview will be reimbursed II-AC class return rail fare from the Railway Station nearest to place of their residence to Place of interview by the shortest route, on production of journey tickets/details.
2. Shortlisted candidates will bring their CVs duly filled in Annexure (this Annexure will be sent to Shortlisted candidates only;5 copies required).
3. In the absence of any of the documents mentioned below, the candidate will not be allowed to appear for interview and in that case, no travel expenses shall be reimbursed. The candidates are required to bring the following original certificates along with attested photocopies as documentary proof at the time of interview:
  - Proof of Age (10<sup>th</sup> or Matriculation certificate)
  - Educational and Professional Qualifications (All the Mark Sheets & Certificates)
  - Service Certificate of past employment & proof of date of joining & its continuity in the present Organization (if applicable) & the latest salary slip.
  - Medical Certificate for Person with Disability Certificate (if applicable) with photograph issued by the competent authority satisfying the minimum degree of disability of 40% in respective categories.
  - Copy of Scheduled Caste/Scheduled Tribe/Other Backward Class (OBC) (Non-creamy Layer) certificate, if applicable from the competent authority. OBC certificate produced by candidates should clearly indicate that they do not belong to creamy layer.
  - EWS certificate from the competent authority.
4. Only those who meet the prescribed eligibility criteria need to apply. If at any stage it is found that the candidate does not meet the prescribed eligibility criteria, he/she will be disqualified. CEIL reserves the right to reject any application without assigning any reason.

5. The candidate should have sound health. The selected candidates before joining will be required to get Medical Fitness Certificate from Civil Surgeon of any Central/State Government Hospitals/ Company Nominated Hospitals. The appointment will be provisional and subject to verification of Character & Antecedents and Caste /PwD Certificate/EWS certificate from the concerned District Authorities/Competent Authorities. Selected candidate shall initially be posted at CEIL Head Office, Navi Mumbai. However, he/she may be posted in any Offices of CEIL at any point of time at the discretion of the Management. Only candidates willing to serve anywhere in India need to apply.
6. CEIL may restrict the no. of candidates to be called for interview in proportion to the requirement based on academic excellence, age, experience etc.
7. CEIL reserves the right to cancel the advertisement and/or the selection process there under without assigning any reason.
8. The applicant should essentially have proficiency in computer knowledge.
9. Candidates working in PSU/Govt. Sector shall be required to forward their application through proper channel or submit NOC (No Objection Certificate) from their present employer at the time of interview (if shortlisted).
10. Avenues for Career growth in the organization shall be governed by the prevailing rules & practices depending on the qualification and performance.
11. Canvassing in any form will result in disqualification.

Any dispute with regard to the recruitment against this advertisement will be under the jurisdiction of Mumbai court only.

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