



**TELECOMMUNICATIONS CONSULTANTS INDIA LIMITED**  
**(A Government of India Enterprise)**

Advt. No TCIL/11/052/HRD/Rct./002/2021

Dated 01.07.2021

**Advertisement for Recruitment to the Post of ED Finance & Accounts**

Telecommunications Consultants India Ltd. (TCIL) is an ISO 9001:2015 certified fast growing multinational Public Sector Organization under the Ministry of Communications and Information Technology, Govt. of India. TCIL is operating globally to provide world-class technology and Indian expertise in all fields of Telecom, IT & Civil.

TCIL requires qualified and experienced candidate for the post of **Executive Director (E9 –IDA) Finance & Accounts on regular basis:**

- No. of Post : 01 (Un-reserved)
- Essential Qualification : CA/CMA from the Institute of Chartered Accountants of India/Institute of Cost Accountants of India (ICAI) or Full time MBA (Finance) from recognized institute/University
- Age : Maximum 56 years (one year age relaxation for internal candidates) as on 01-10-2021
- Pay scale : E9–IDA (Rs. 1,50000-3,00000) plus other allowance like HRA, Medical, Trans. Allow., Perks & PRP as per Co. Rules.

Last date of receipt of application through proper channel: 16-08-2021

**Eligibility & Experience:**

Candidate Category	Eligible Pay Scale	Min. experience in Eligible Scale as on 01-10-2021	Total Experience in relevant field as on 01-10-2021
Central/State Govt./ Armed Forces of the Union and All India Services	Pay matrix Level-14 or Rs 37400-67000 (CDA) with a grade pay of 10000/-	3 years	25 years
CPSE/SPSE	E-8 Scale	3 years	25 years
Private Sector	Rs 50 lakhs p.a. CTC	3 years	25 years

**Experience :** Candidate should have relevant experience in following areas-

- To have strong communication, presentation skill and networking capabilities.
- Proficient in Microsoft Excel, Power Point and Word.
- Good leadership qualities with experience in leading large workforce.
- Proven strategic planning experience at senior management level.
- Good knowledge of direct and indirect tax laws, GST laws, Income Tax laws, Accounting/Financial rules/policies,
- Experience in preparing short-term and long-term financial plan.



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- vii) Experience in carrying out project appraisal, cost-benefit analysis of various alternate options of business plan.
- viii) Experience in Financial, Accounting and Pay-roll Management.
- ix) Experience in Financial planning, budgeting & budgetary control
- x) Experience in Project Financial appraisal, bid management, tender evaluations.
- xi) Experience in filling of Tax/Financial returns, Tax compliances, Tax planning.
- xii) Experience in Internal financial control, Funds Management, liaison with financial institutions/banks.
- xiii) Experience in auditing, compliance to financial and accounting policies, Internal financial monitoring and control.

**Job description:**

Executive Director (Finance) is the senior most finance executive below Board level and report to Director Finance). The duties and responsibilities include but not limited to-

- i) He/She is the in-charge of Finance and Accounts functions of the organization and is responsible for evolving and formulating related policies and their implementation including Financial Planning, budgeting, costing, financial control, preparation of financial statements in compliance with corporate norms and statutory requirements.
- ii) Advising functional Director on financial matters, on how to increase profit through prudent financial practices and monitoring and enforcing compliance with finance-related laws, procedures and regulations such as tax filing and financial reporting.
- iii) To lead the team of financial managers, advise them and monitor their performance.
- iv) Financial & Accounting management, Pay-roll Management
- v) Financial planning, budgeting & budgetary control
- vi) Financial appraisal of projects, bid document preparation, tender evaluations.
- vii) Fund management, preparation & finalization of accounts,
- viii) Filling of various financial returns, GST/Income tax filling and ensuring compliance with tax laws, Tax planning.
- ix) Funds Management including forex management, banking, liaison with financial institutions/banks.
- x) Ensuring compliance to companies financial and accounting policies, Internal financial monitoring and control..
- xi) Monitor and carry Internal auditing, statutory auditing, CAG audit.
- xii) Prepare annual financial plan to achieve the targets set by management and MoU targets of the company.
- xiii) Prepare quarterly and annual financial results.



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- xiv)** Prepare notes for approval by the company Board.
- xv)** Prepare company funding strategy and long-term financial security and reduce cost of funding for the company.

**Other Terms:**

- i) 1 year Age relaxation for internal candidates.
- ii) Candidates working in Govt./CPSE/SPSE organizations should forward their applications through proper channel on or before the last date. Candidate may send advance copy directly to TCIL. However in case the application through proper channel is not received upto last date, it will not be entertained.
- iii) On appointment to the post, the Candidate shall be on probation for a period of two years and shall be confirmed after successful completion of probation.



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**APPLICATION FOR THE POST OF ED Finance & Accounts**

(Through proper channel in case of Govt./CPSE/SPSE candidates)

1. Name of Applicant : .....
2. Designation of Applicant : .....
3. i) Office Address: .....,  
ii) Address for communication: .....
4. Nationality:.....
5. Telephone No: Off.: ....., Res: ....., Fax No.: .....  
Mobile No.: ....., E-Mail Id: .....
6. Date of Birth (DD/MM/YYYY): .....
7. DETAILS RELATED WITH ELIGIBILITY CRITERIA:
  - a) EDUCATIONAL QUALIFICATION:

Candidate  
Passport size  
Photograph

S/N	Educational/ Profession Qualification	Name of Institute & University	Marks Obtained/ Grade

- b) Current Pay Scale (CTC in case of Pvt. candidate):
- c) Length of Service in eligible Scale (as on 01-10-2021):
- d) Age as on 01-10-2021:



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e) PROFESSIONAL EXPERIENCE (since beginning):

S/N	Designation	Place of Posting & Organization	From	To	Pay Scale (CTC for Pvt candidate)	Job Experience	Description/
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							

f) Significant achievements/Awards if any:

8. Whether any punishment awarded to the applicant during the last 10 years:

If yes, the details thereof

9. Whether any action or enquiry is going on against him/her as far as his knowledge goes:

If yes, the details thereof

10. I hereby declare that none of my relatives are working in TCIL or its associated companies.

If yes, details of such employees are as below with name and designation—

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**UNDERTAKING**

- i) I certify that the details furnished by me in Cols. 1 to 10 are true and nothing is being hidden and I am eligible for the post.
- ii) I have not ever been convicted by any court of law or arrested by any law enforcement agencies within India or outside or facing any criminal proceedings in any court of law. If yes details are as below-
- iii) I further submit my willingness that I will join the post, if selected. In case, if I give my unwillingness after the interview is held, but before the appointment is processed or after issue of offer of appointment, I may be debarred for a period of two years for being considered for appointment to any post in TCIL.

Place:

Date : .....

(.....)

Name & Signature of Applicant

**(To be filled by the PSU/Ministry /Department concerned in case of Govt candidate)**

It is Certified that the particulars furnished above have been scrutinized and found to be correct as per official records.

Signature & Designation of  
the Competent Forwarding  
Authority with Tel. No., EMail& office Seal.



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**Instructions for Candidates: -**

1. Before applying, the candidate should ensure he/she fulfills the eligibility criteria and other norms mentioned in the advertisement.
2. Experience in the relevant field shall be calculated from the date of attaining the minimum essential qualification(s).
3. Candidate on selection is liable to be posted anywhere in India/Abroad.
4. Mode of selection will be interview. TCIL reserves the right to modify the selection procedure, if deemed fit.
5. Management reserves the right to cancel/ restrict/ enlarge/ modify/ alter the recruitment/ selection process at any stage, without issuing any further notice or assigning any reason thereafter.
6. The decision of TCIL in all matters would be final and binding, and no correspondence in this regard would be entertained.
7. Incomplete/unsigned applications received after the last date of receipt and the application form in the prescribed format without the self-attested copies of all relevant certificates as mentioned below will not be entertained:
  - a) Educational Qualification Certificate
  - b) Date of Birth
  - c) Pay Slip of last 3 years and Bank statement towards proof of CTC/ Salary for candidates applying from Private Sector.
  - d) Work Experience (s) certificate in case candidates applying from Private Sector.
  - e) For Govt./CPSE/SPSE candidate the application form with duly verified service particulars from HR of Parent Organization.

TCIL does not bear any responsibility for any delay in post/courier for any reason whatsoever.

8. Name of the post applied for should invariably be mentioned on the top of the envelope containing the application form.
9. Interested candidates should send their applications in the prescribed format in offline mode addressed to **“The Group General Manager (HR), Telecommunications Consultants India Ltd., TCIL Bhawan, Greater Kailash –I, New Delhi - 110048** up to the last date of receipt of applications.

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10. One advance copy through email may be send on following email ID: [careers@tcil.net.in](mailto:careers@tcil.net.in)
11. Last date of receipt of application through proper channel: 16-08-2021