

Haryana City Bus Services Ltd.

Advertisement for the post of Chief Financial Officer (CFO) – on Contract

Haryana City Bus Services Ltd. (HCBSL) is established under the Companies Act, 2013 for the purpose of running city bus service in Haryana. The registered office of the Company is situated at Main Bus Stand, Sector-5 Panchkula 134109, Haryana. HCBSL is a Public Sector Undertaking fully owned by the Government of Haryana. HCBSL invites applications from eligible Indian Citizens for filling up the following post:

S.No.	POST	No. of Vacancies	Place of Posting	Monthly Salary & Emoluments (Cost to Company basis)
1.	Chief Financial Officer -on- Contract	01	Panchkula/ Chandigarh	Total Monthly Salary Rs. 1,00,000/- (all inclusive) <u>Annual increment @3 % p.a. on the Salary Amount at above, subject to satisfactory annual performance appraisal reports</u>

1. The eligibility criteria and other details are as under:

- a. **Qualification:** (i) Essential: Fellow/Associate Member of Institute of Chartered Accountants of India (ICAI).
- b. **Experience:** A minimum of 01 year experience in Financial, Accounts and Taxation matters (Kindly attach documentary proof)
- c. **Age:** Minimum 25 Years & Maximum 50 years as on 1st January, 2025.
- d. **Job Description:**
 - i. Preparation and Presentation of Budget to the Board of Directors;
 - ii. Monitoring of expenditure to match with resources availability;
 - iii. Preparation and compilation of Annual, Quarterly and Monthly Accounts;
 - iv. Preparation and presentation of the Standalone and Consolidated Annual Statement of Accounts to the Board of Directors;
 - v. Payment of salaries, wages and other allowances of regular employees, employees on deputation, temporary staff;
 - vi. Payments and controls on payment to various agencies deployed by the Company.
 - vii. Financial Management in respect of establishment and administration expenditure; Payments & controls on payments to concessionaire and PMC.
 - viii. Compliance with Income Tax Act, Goods and Service Tax Act and other laws applicable to the Company

- ix. Any other matter listed in the Articles of Association amongst the functions or duties of the Chief Financial Officer (CFO) as may be entrusted by the Chief Executive Officer;
- x. Any matter related or incidental to any of the areas of responsibility as may be assigned by the Chief Executive Officer.
- xi. The CFO would report to the Chairman & Chief Executive Officer of the Company

e. Selection procedure:

Interested candidates who fulfill the eligibility criteria, are required to submit following documents:

- i) A duly filled in Application Form in the prescribed format, which is available on Website
- ii) Recent passport size photograph pasted in the space provided in the Application Form.
- iii) One set of photocopies of supporting testimonials for date of birth, qualification, experience etc. Application without copies of required documents/certificates will be rejected. Original certificates will be required at the time of Interview.
- iv) If the candidate is working in private sector listed company, he/she is required to submit a certificate from the existing employer certifying that the employee concerned is working in the company for the past 05 years.

f. Terms of Employment Contract:

- The selected candidate will be appointed on a Fixed Term Employment Contract for a period **one (1) year extendable at the discretion of the Board based** on the annual performance review reports of the candidate.
- The tenure can be extended or curtailed as per the requirements of the Company. The contract could be terminated at the discretion of the management during the period of contract, and/or in the event of unsatisfactory performance.

Applications that are incomplete will not be entertained.

Any applicant not meeting the aforesaid requirements shall not be considered.

g. Submission of Form:

The candidates willing to apply for the post of Chief Financial Officer are required to submit their applications to Chief Executive Officer-cum-DST, Haryana City Bus Services Limited, First Floor, Bus Stand, Sec-05, Panchkula through E-mail to addl.ceo-hq@citybus.hrtransport.gov.in on requisite Performa along with self-attested supporting Documents of Qualification & Experience etc. on or before 02.05.2025 till 05:00 PM

Applications received late will be summarily rejected.

Management reserves the right to change in above schedule/conditions, based on requirements.

APPLICATION FORM-HCBSL

Name of the post applied for Chief Financial Officer (CFO) - on Contract

1. (a) Applicant's Name: _____

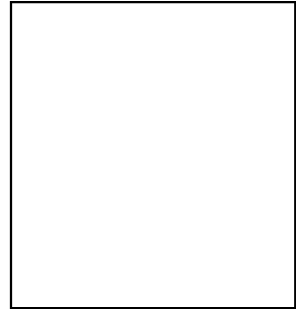
(b) Address for communication: _____

2. Telephone No: Office _____ Residence _____

3. Mobile No. _____

4. E-Mail Id _____

5. Date of Birth (DD/MM/YY).....Age as on **01st January, 2025**
(Years/Months/Days).....



6. Educational/Professional Qualifications:

Sl. No.	Qualification*	Name of Institution/ University	Duration of the Course	Whether Full-Time or otherwise (Please mention, if applicable)
1	2	3	4	5

* Should be exactly as per Degree/ Diploma issued by the university.

7. Positions held (in support of the total requisite post qualification experience of 01 year)

Sl. No.	Complete Designation*	Name of the Organization	Pay scale	Period		Brief Job Profile
1	2	3	4	5		6
				From	To	

*The positions should be indicated in order of the most recent assignment

: 2:

8. (a) Whether any penalty/punishment was awarded to the applicant during the last 5years.

If yes, the details thereof

i) Civil /Criminal

Yes	No

ii) Departmental Enquiry

(b) Whether any civil or criminal action or enquiry is going on against the applicant as far as his / her knowledge goes

If yes, the details hereof

i) Civil /Criminal

Yes	No

ii) Departmental Enquiry

I certify that the details furnished above by me are true to the best of my knowledge & belief.

(Name & Signature of the Applicant)