



Advertisement No. 3/2017

IMPORTANT INSTRUCTIONS FOR CANDIDATES SHORTLISTED FOR INTERVIEW FOR THE POST OF ASSISTANT MANAGER – ACCOUNTS BACKGROUND

You may please ensure that you fulfill the eligibility criteria prescribed for the post in all respects as given in the Advertisement No.3/2017 before attending the interview.

1. Please bring with you original certificates along with photocopies of the following:
 - i) Date of Birth (SSLC certificate where the date of birth is recorded);
 - ii) Educational Qualification (SSLC marks card and certificate, Pre-university marks cards and certificate, Degree marks cards of all years / semesters, Degree certificate, marks cards and certificates of any other examination passed);
 - iii) Marks cards and certificates for having passed the Final Examination of Chartered Accountant Course conducted by the Institute of Chartered Accountants of India (ICAI) and completion period of articulated training as prescribed by ICAI or for having passed the Final Examination conducted by the Institute of Cost Accountants of India.
 - iv) Post-qualification Experience (Certificate on the letter head of employer) and experience should be in Production/Manufacturing unit only;
 - v) Caste Certificate, if belonging to OBC ((in the format prescribed for appointment to posts under Government of India –as per specimen displayed on the website);
 - vi) Other certificates, wherever applicable (Military Discharge Certificate, Disability Certificate issued by the appropriate authority indicating therein the nature and degree/ percentage of disability in the format prescribed for posts under Government of India);
 - vii) Candidates who have not passed the qualifying examination from Govt. Institutes / Universities should produce at the time of interview a suitable certificate to the effect that the Institute / University from where they have passed the course is duly recognised by the Government.

Candidates attending the interview without the Certificate/s as above will not be allowed to appear for the interview, and their candidature is liable for cancellation.

2. a) If in the qualifying examination grades are awarded instead of marks, candidates should bring the numerical equivalent of the grade from the concerned University/Institute.

b) Generally, the date as appearing in the relevant marks sheet of the qualifying examination will be taken as the date of passing the qualifying examination and post-qualification experience will be counted from the date of passing the last and final paper of the qualifying examination. If the date of passing the examination is not mentioned in the marksheets OR if the date mentioned in the certificates is later than the date of passing the qualifying examination, candidates should bring the proof of date of passing the qualifying examination from the concerned University/ Institute for the purpose of computing the number of years of post-qualification experience.

The onus of proving eligibility in respect of qualification, percentage of marks obtained, age, post-qualification experience, caste status, percentage of disability, etc. as the case may be lies on the candidate.

3. Candidates coming from outside the place of interview and allowed to face the interview after scrutiny of their applications will be reimbursed to and fro cost of 2-Tier AC railway fare from their place of residence / work and back by shortest route from where they actually perform the journey for appearing at the interview, subject to production of tickets.

4. Please handover this call letter to the Company official at the venue of the interview. Candidates without call letter and photograph pasted thereon will NOT be interviewed. Request for change of centre, date & time of interview will NOT be entertained. Failure to attend the interview on the date, time and place as stipulated above as also not bringing the original and photocopies of all mark cards / certificates / testimonials, etc. will lead to cancellation of your candidature.

5. This letter is NOT a job offer. Please note that the mere fact of your having being called for the interview will not confer on you any right or any assurance for recruitment in the Company's service and no correspondence will be entertained in this regard. The candidature of ineligible candidates is liable to be cancelled at any stage.

6. Candidates who were appointed in the previous recruitment exercises and have resigned from the services of the Company on account of discrepancy in the previous employer's experience certificates, false declaration of information and false caste certificates etc., will not be eligible to attend the interview.

7. In case any candidate is found ineligible during pre-interview scrutiny of certificates, due to deficiency in any of the criteria stipulated for the post, his candidature will be cancelled, he will not be allowed to attend the interview and he will also not be reimbursed train / bus fare. The Company's decision with regard to eligibility, interview, selection, etc. is final and binding on the candidates and no correspondence will be entertained in this regard.

8. Canvassing in any form will be treated as a disqualification.