

# RECRUITMENT -2022

## Instructions and guidelines to the candidates

- 1 MADC invites applications from eligible candidates for the following posts. **The application clearly mentioning the name of the post for which you are applying in prescribed format** should reach in hard copies to the undersigned on or before 20.05.2023 on following address:-

**Vice Chairman and Managing Director**  
**Maharashtra Airport Development Company Limited**  
8<sup>th</sup> Floor, Centre-1, World trade Centre,  
Cuffe Parade  
Mumbai- 400005  
Tel :- 022-49212133  
Fax:-+91-22-22163814

- 2 The details of the posts are as below-

Sr. No.	Post Name	No. of Post	Pay Scale	Educational Qualifications	Aprox. Age limit	Experience criteria
1.	Senior Manager (Finance & Accounts) (Location: Mumbai/Shirdi Airport)	2	Regular basis Rs. 15600 - 39100+ Grade Pay Rs. 6600 p.m. (to be revised as per 7 <sup>th</sup> Pay commission)	Possess the qualification of Bachelor's Degree in Commerce from recognized university & Member of Institute of Chartered Accountant of India	40 Years	1)Have more than 5 years of post-qualification experience at senior level with reputed private/Government organization 2)Must have experience of preparation of Financials under IND AS 3)Assist in overall compliance like Companies Act, Income Tax Act, GST Act 4)Handing various audits of the Company by assisting the auditors at various levels 5)Coordinating with banks for day-to-day Banking work 6)Must have experience of handing team 7)Preference will be given to the candidate having prior work

						experience in aviation industry 8) Good knowledge of excel and other Ms Office software and Tally 9) Marathi Language essential
2.	Senior Accounts Clerk (At Mumbai & Shirdi Regular)	2 Mumbai -1 Shirdi - 1	(52000-20200 GP 2900) 9 To be revised as per 7 <sup>th</sup> pay Commission)	3. Bachelor Degree in commerce from recognised University. 4. Post-Graduation in Commerce (M.com) will be preferable. Computer Literacy essential/MS-CIT preferable.	Not more than 33 years	Have total work experience of minimum 5 years in accounts in Government/Semi public/Private sector organization after obtaining above qualification.

Apply with detailed CV on or before **20.05.2023** by speed post to The Vice Chairman and Managing Director, at the address mentioned above.

The Vice Chairman and Managing Director

### 3 GENERAL TERMS AND CONDITIONS-

- i) Appointment will be made as per vacancies and requirements.
- ii) Selected candidates will be on probation for 1 year and thereafter on satisfactory performance, services will be regularized in the company.
- iii) Other than salary, perks like leave encashment, medical insurance / LTA etc. will be as per the policy of MADC.
- iv) Before filling up the application form candidates should ensure that they fulfil all eligibility criteria. MADC will take up verification of eligibility conditions with reference to the original documents only after the candidate has qualified for interview. Their admission to all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria.
- v) The candidates will be short listed for personal interview on the basis of documents submitted. Taking into consideration the performance in the Personal interview, the select list will be prepared.
- vi) Prescribed qualifications are minimum and mere possession of the same does not entitle the candidates called for interview. The candidates will be shortlisted for interview commensurate with the number of vacancies.
- vii) MADC has right to cancel this advertisement fully or partially on any ground without giving any notice at any time.
- viii) Candidates, who are working in the Government Organization / undertaking must forward their application with the " No objection Certificate" from his/her Head of the Department
- ix) Candidates must make sure that he/she is fulfilling all the required educational and experience criteria. Candidature can be cancelled at any time and any stage, if a candidate is not fulfilling the requisite criteria.
- x) If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will be cancelled.
- xi) Candidate will not eligible for the appointment if he/she punished by any Candidates, who are working in the Government Organization/undertaking must forward their application with the "No Objection Certificate" from his/her Head of the Department.
- xii) Knowledge of Marathi is desirable.
- xiii) The decision of the Management in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
- xiv) Selected candidate appointed in MADC will have to work at any place within State of Maharashtra or elsewhere at Project places.
- xv) After appointment the candidate will have to produce police verification certificate within 30 days and character certificate from the concerned police station. If the reports are found to be offensive, the said candidate will be terminated from the services without giving any intimation.

- xvi) Candidate must remain present with their own expenses for the entire recruitment drive.
- xvii) Candidate must be alert from the assurance of Mediator/ Thief/ Persons who claim to be belonging to MADC.
- xviii) The recruitment in MADC Ltd. is done strictly as per merit in a systemic way giving appropriate weightage to various parameters as decided by Management.
- xix) Provided that Management may relax condition relating to Educational qualifications, experience and age in favour of candidate already in service of MADC, Govt. of Maharashtra, Govt. of India and Govt. Undertaking company.
- xx) Any canvassing by or on behalf of the candidates or to bring any outside influence with regards to their selection/recruitment shall result in disqualification of candidature.
- xxi) The candidates should submit the self-attested documents in order mentioned below-
  - a) SSC mark sheet & SSC Board Certificate.
  - b) HSC mark Sheet & Board Certificate.
  - c) Degree mark sheet & Certificate.
  - d) Post-Graduation mark sheet & Certificate.
  - e) Experience Certificate.
  - f) PAN Card
  - g) Aadhar Card.

## Format of CV

- 1. Post Applied for** :
- 2. GENERAL INFORMATION** :
- i) Name** :
- ii) Mob No.** :
- iii) Email Id** :
- iv) Father's name** :
- v) Address for Correspondence** :
- vi) Permanent Address** :
- vii) Nationality** :
- viii) Cast** :
- ix) Date of Birth** :
- x) Mother Tongue** :
- xi) Language Known** :
- 3. EDUCATIONAL QUALIFICATION** :
- (Starting from SSC/Board to highest)
- 4. EXPERIENCE**
- (Starting from present to past indicating grade pay and important assignments)

**Place:**

**Date :**

**(Sd/)**

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