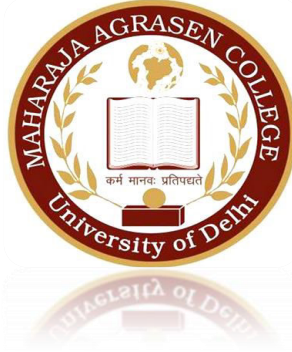


12th February, 2016



TRAINING AND PLACEMENT CENTRE, MAC
TATA Power Delhi Distribution Limited Recruitment
Drive

TATA Power Delhi Distribution Limited will be coming to the campus on **Friday 19th February, 2016 at 2 pm in the ICT Lab** for their recruitment process and will be conducting an online test and an online situation judgement test. The interview would be conducted in the following week.

TATA Power Delhi Distribution Limited is looking for **Junior Officer Trainee** for their organization. **Tata Power Delhi Distribution Limited (TPDDL)**, previously **North Delhi Power Limited**, is a joint venture between the **Government of the National Capital Territory (NCT) of Delhi** and **Tata Power Co. Ltd.**

JOB TITLE	PACKAGE AND BENEFITS
Jr. Officer / Asst. Officer / Officer - Expenditure Control & Accounts Payable	a) Fixed CTC of ₹ 2,75,000 per annum b) Tea Allowance of ₹ 6000 per annum c) Additional Medical-Re-imbursment of ₹ 7500 per annum
Jr. Officer / Asst. Officer / Officer - Pre Audit	d) Medical Insurance for Self & Dependents upto ₹ 4,00,000 per annum

ELIGIBILITY CRITERIA:

1. **Qualification** - Final year students of **B.Com (H)** who have secured minimum

60% marks or equivalent with no paper left-over and repeat papers

2. Marks in class 10th / 12th should be minimum 60%
3. **Relaxation** – 5% relaxation in marks for SC/ST/PH candidates
4. **Course** – Only regular course of **B.Com (H)**

SELECTION PROCESS:

1. **Written Test (Online)** comprising of Three sections : English, Logical reasoning, Quantitative Aptitude
2. **Situation Judgment Test - Online**
3. **Personal Interview**

Job Description Of Jr. Officer / Asst. Officer / Officer – Expenditure Control & Accounts Payable:

1. To ensure that payments are timely released after proper certifications as per circular,
2. To ensure timely and accurate payments to Business Associates, its proper accounting and documentation and compliance with all statutory obligations. To ensure timely and accurate invoicing and preparation of various MIS and reports including Dashboard Report, BRS, Service Tax Due & Recoverable etc. to fulfill organizational objectives.
3. DOP, PO/RC issued by the appropriate authority and also as per process laid out in IMS.
4. To ensure that legal and statutory compliances including compliance to relevant accounting standards and statutory provisions of companies act, direct and indirect taxation are compiled at the time of transactions and accordingly books of accounts are maintained.
5. To ensure that all necessary documentation in compliance with directives issued by BA & Legal cell are ensured at the time of payment process.
6. To reduce cases of without PO payments and reporting of such cases in monthly MIS.
7. Reconciliation with Business Associates and get "No Demand Certificate" in case of recurring payments at the time of last payment.

8. Closing of books of Accounts as per management and statutory Schedule wherever applicable. To provide monthly reports/schedules of expense/MIS related to workings of group to Corporate Accounts & Finance.

Job Description Of Jr. Officer / Asst. Officer / Officer - Pre Audit:

1. To ensure that the quantity of material being procured is required. This is being done by checking the requirement with PR/Scheme/other indent. (20%)
2. Cost benefits analysis of cost projected in Purchase Proposals/schemes and checking of Budgetary Provisions from cost control / cost reduction point of view. (15%)
3. To check the vendor selection methodology as well as the vendor evaluation based on the qualifying requirement of the RFO. (5%)
4. To check the tendering process with reference to the procurement manual. This is to ensure that we have a transparent and fair process of procurement. (15%) To ensure adherence to Procurement Policy and achieve potential saving through pre commitment audit of Purchase Proposals.
5. Participating effectively in the negotiation meetings with the vendors. (15%)
6. To check all the commercial conditions of the bid / tender. (5%)
7. To ensure that PO is processed and given to vendor only after proper certifications.

Online Test shall be conducted through an **external agency - Aspiring Minds which is our Assessment Partner for Campus recruitments**. Candidates who qualify the Written Test shall go through Interview on the day after the Written Test. If selected students shall be put on Training for a period of 1 year and shall be confirmed as **“Junior Officer”** on successful completion of Training

Interested final year students of all the courses should fill out a mandatory registration form: <http://goo.gl/forms/ZX4FTafK0E> (Latest by **Tuesday 16th February, 2016, 2 PM**)

Students will be required to give an undertaking that if they are selected, they will have to join the company, otherwise they will be debarred from all the further placement processes. It is their responsibility to inform their parents accordingly. For queries, mail us at placement@mac.du.ac.in or whatsapp at 9999493137.

Dr. Anshul Taneja
(Nodal Officer)

Dr. Niraj Kumar
(Co- Nodal officer)

