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| <b>Position</b>                       | <b>General Manager (Finance &amp; Accounts)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Educational Qualification</b>      | <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>Chartered Accountant (CA) from the Institute of Chartered Accountants of India (ICAI).</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>MBA (Finance) from AICTE/ UGC recognised institute.</li> <li>Cost and Management Accountant (CMA) from the Institute of Cost Accountants of India (ICMAI).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Experience</b>                     | <ul style="list-style-type: none"> <li>Minimum 20 years of post-qualification experience with sufficient exposure at decision making level with a relaxation upto 6 months' subject to the portfolio handled and evaluation by the Interview Board.</li> <li>At least 8 years of experience at senior level (Senior Manager, Chief Manager, Deputy General Manager level) involving Strategic Planning, Audit, Restructuring, Turnaround Management, Project Management and People Management.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>CTC</b>                            | Rs. 30.19 Lakhs per annum (Approx.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Age</b>                            | Up to 52 years as on 1 <sup>st</sup> October 2026.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Engagement Type</b>                | Contractual for a period of 5 (Five) years with the provision of subsequent renewal till attaining 60 years of age.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Job Roles and Responsibilities</b> | <p><b><u>Departmental Leadership</u></b></p> <ul style="list-style-type: none"> <li>Head the Finance &amp; Accounts Department of WBEIDC and provide overall leadership, direction, supervision, and administrative control over all finance and accounting functions.</li> </ul> <p><b><u>Budget Planning and Financial Control</u></b></p> <ul style="list-style-type: none"> <li>Direct and monitor all financial activities of WBEIDC.</li> <li>Lead budgeting, financial planning, cash flow monitoring and financial risk assessment.</li> <li>Identify cost optimization opportunities and recommend process improvements.</li> <li>Provide strategic financial advice to the Managing Director and Board of Directors.</li> <li>Analyze financial performance and present reports, insights and recommendations to Management.</li> </ul> <p><b><u>Accounting Standards &amp; Reporting</u></b></p> <ul style="list-style-type: none"> <li>Oversee general accounting functions, including Accounts Payable, Accounts Receivable, General Ledger and Financial Accounting.</li> <li>Ensure compliance with applicable accounting standards and financial regulations.</li> <li>Supervise financial reporting and ensure timely preparation of monthly and annual financial statements.</li> </ul> <p><b><u>Audit Coordination &amp; Internal Control</u></b></p> <ul style="list-style-type: none"> <li>Coordinate with Internal, Statutory and CAG Auditors.</li> <li>Ensure timely conduct of audits and finalization of audit reports.</li> <li>Ensure compliance with statutory, regulatory and governance requirements.</li> <li>Monitor implementation of audit observations and recommendations.</li> </ul> |

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|  | <p><b><u>Financial Concurrence &amp; Procurement</u></b></p> <ul style="list-style-type: none"> <li>• Provide financial concurrence for procurement, contracts, projects, and expenditure proposals.</li> <li>• Review financial implications of business proposals and investment decisions.</li> <li>• Ensure adherence to approved budgets and financial delegation of powers.</li> <li>• Support management in evaluating commercial and procurement decisions.</li> </ul> <p><b><u>Taxation &amp; Fund Management</u></b></p> <ul style="list-style-type: none"> <li>• Oversee Direct and Indirect Taxation and ensure statutory compliance.</li> <li>• Monitor cash flow, collections, investments, and expenditure management.</li> <li>• Manage treasury operations and optimize utilization of financial resources.</li> <li>• Maintain effective stakeholder relationships with internal departments, customers, vendors, banks and other agencies.</li> <li>• Undertake special assignments as directed by the Managing Director.</li> </ul> |
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