

KUTCH RAILWAY COMPANY LIMITED

Vacancy Notice No. 01 dated: 22. 04. 2026

for the post of Chief Financial Officer

ELIGIBILITY CRITERIA / JOB PROFILE, DETAILED TERMS & CONDITIONS

I.	NAME OF POST & TYPE OF APPOINTMENT	Chief Financial Officer on Regular/Permanent basis
1.	PROBATION PERIOD	1 Year
2.	NO. OF POST	One (1)
3.	LOCATION	New Delhi
4.	MAXIMUM AGE	40 Years as on the date of vacancy notification i.e. 22.04.2026
5.	EDUCATIONAL QUALIFICATION	<u>Essential:</u> 1. Bachelor's Degree from a recognized University. 2. Chartered Accountant from the Institute of Chartered Accountants of India (ICAI). 3. The candidate should be a member of ICAI. <u>Desirable:</u> 1. Preference to candidates having completed Diploma/Certification course from ICAI in Ind-AS, GST. 2. Preference shall be given to candidates having experience of working with undertaking and/or PSUs of Railways Sector, Logistics Sector.
6.	WORK EXPERIENCE	<u>Mandatory experience (Post CA Qualification):</u> Min. 5 (Five) years (post CA qualification) experience in the field of Corporate Accounting/Finance/Taxation, preparation and finalization of annual accounts, Advance Tax, TDS, GST, Audit, Ind- AS etc.
7.	OTHER SKILLS	<ul style="list-style-type: none">• Good communication skills – written, verbal, presentation, Fluency in English.• Strong organizational, analytical, and interpersonal skills.
8.	JOB PROFILE	<ul style="list-style-type: none">• Timely preparation of Quarterly/Half yearly/Annual Financial Statements in the format prescribed under Companies Act, 2013 along with Significant Accounting Policies and Notes to Accounts in Compliance with the applicable Accounting Standards (IND-AS).• Co-ordination with Banks for Bank Loan and other related compliances.• Co-ordination with Auditors of the Company for Statutory Audit, Internal Audit, Tax Audit, CAG Audit, etc. Preparation and submission of all documents as per requirements of Auditors and preparation of replies to Audit observations.• Scrutiny of Contractors' bills, all third-party payments, and checking of Monthly revenue and Operations & Maintenance sheets received from Western Railway.• Bank and treasury function.• Responsible for Budgeting, Forecasting & Cost control.• Responsible for all regulatory and statutory compliances related to Accounts/Finance/Taxation/Audit etc.• Assessment and timely payment of GST, TDS, Advance Tax, etc., and filing of necessary monthly, quarterly, half-yearly, and annual returns.

		<ul style="list-style-type: none"> Responsible for the overall functions of Finance and Accounts of the Company, including Funds Management and Corporate governance. Any other work as may be assigned from time to time by the management.
9.	PAY SCALE (IDA SCALES OF PAY)	E-3 Scale of Pay (in pay band of Rs. 60,000-1,80,000) i.e. Rs. 60,000 as basic pay p.m. plus DA, HRA, EPF, other allowances etc.
10.	SELECTION PROCESS	<p>The selection will be through Interview/Personal interaction by the Interview Panel on the basis of eligibility, experience, qualification & performance during Interview/Interaction.</p> <p>Note:</p> <ul style="list-style-type: none"> Mere fulfilling the eligibility terms and conditions/requirement/qualification will not vest any right on the candidates to be called for Interview. KRC reserves the right to call a limited number of candidates for interview after screening/short-listing with reference to the candidate's qualification, suitability, etc. The decisions of the Company will be final.
11.	HOW TO APPLY	<p>Applications along with detailed bio-data (with passport size photograph, age, qualifications, experience, salary last drawn and achievements, if any) in the prescribed format must reach the following address of the Company latest by 21.05.2026 upto 18:00 Hrs. Applications should be sent only in physical copy by Post/courier, etc.</p> <p>To download the application form, kindly visit Company's website at: www.kutchrail.org</p> <p>Before applying for the post, a candidate should ensure that he/she fulfils the eligibility criteria and other requirements specified in this advertisement.</p> <p>Application duly filled and signed by the candidate must be sent in prescribed format only to Company Secretary, Kutch Railway Company Limited, 2nd Floor, Indra Palace, H-Block, Connaught Circus, New Delhi - 110001 in Post/Courier, with no corrections/alteration/overwriting, along with self-attested copy of mark sheets/certificates in support of his/her education qualification/post qualification experience indicated in the application form to confirm the candidate's eligibility.</p> <p>The application form is attached as Annexure-A, and the undertaking form is attached as Annexure-B."</p> <p>The envelope containing application for the post should be captioned as "Application for the Post of Chief Financial Officer against Vacancy Notice No. 01/2026 dated 22.04.2026.</p> <p>Note: Applications received after 18:00 hrs on 21.05.2026 shall not be considered by the Company in selection process.</p>

12.	GENERAL INSTRUCTIONS	<p>The appointment of Chief Financial Officer will be made on permanent absorption basis in the company, subject to successful completion of probation period of 1 year. Selection will be finalized after interview of all eligible candidates appearing on the date of interview. The eligible candidates will be intimated of the date & venue of interview in New Delhi by post/email.</p> <p>The candidate has to submit his/her willingness for the post at the time of interview itself, clearly stating that he/she will join the post, if selected, in the format attached in Annexure B. If any candidate does not initially give his/her willingness, he/she will not be interviewed. The selected candidate will have to join within 1 (One) month of issue of letter of appointment.</p> <p>Candidates will have to produce original of all education qualification certificates/mark sheets, experience certificates, at the time of interview, failing which his/her candidature may be cancelled.</p> <p>Applications incomplete in any respect or not in compliance with the above instructions shall be liable for rejection.</p> <p>Decision of the Company in all matters related to the said recruitment shall be final and binding on the candidates. The Company shall not entertain any Correspondence or personal enquiry in this behalf.</p> <p>Selected candidate will have to produce a valid relieving letter from his/her current employer before joining the service.</p>
		<p>The Company reserves the right to reject any candidate's application without assigning any reason.</p> <p>No expenses for conveyance/lodging, etc., shall be reimbursed by the Company to any candidate for attending interview.</p>

Annexure A
PROFORMA
APPLICATION FORM

Post Applied For: _____

Please affix a
self-attested
photograph

1. (a) Name of the Applicant (in full) _____
(b) Present or Last Designation held by Applicant (in full) _____
c) Organization _____
(d) Office Address _____
2. Address for communication _____
3. Telephone No. : Office _____ Residence _____
Fax No. _____ Mobile No. _____
4. E-mail address _____
5. Date of Birth _____
Age as on date of issue of vacancy notice (i.e. 22.04.2026) _____ Years _____ Months
6. Nationality _____
7. Pay and total annual emoluments drawn in the present / last assignment held: _____
8. Educational Qualifications:

	Qualification	Institution	Year
Educational / Professional Qualifications (along with the name of Institutions)			
(a) Graduation			
(b) CA-ICAI Membership No. (ACA/FCA)			
(c) Other qualifications			

9. Experience/Positions held during the past so far: (Chronologically start with recent one)

Sl. No.	Organization	Designation & Place of Posting	From (DD/M M/YYYY)	To (DD/MM/YYYY)	Total Experience (Years / Months / Days)	Key Responsibilities, Relevant work Experience & Achievements
1.						
2.						
3.						
4.						

10. Certification and Affiliations

Sl. No.	Particulars of Certification	Certifying Body	Date of Issuance	Date of Validity, if any

I _____ son/daughter of _____ Resident of _____ certify that the details furnished by me in Cols. 1 to 10 are true and I am eligible for the post.

Date:

(Name & Signature of the applicant)

Note: Please attach self- attested copies of proof of

1. *Date of birth*
2. *Educational Qualification certificates*
3. *Experience certificates pertaining to the positions held during the preceding years, as detailed in Sr. No. 9.*
4. *CV- Curriculum Vitae*

(THE INFORMATION RECEIVED WILL BE TREATED AS CONFIDENTIAL)

Annexure B

Undertaking

I, _____, S/o, or D/o Shri. _____, presently serving as _____ in the _____, do hereby undertake that if I am selected for the post of _____, Kutch Railway Company Limited (KRC), New Delhi, I will not ask for an extension in joining time and will resign from the present position before joining KRC. In case I am unable to join the post offered to me during the joining time, I will have no claim for that post of Chief Financial Officer/KRC as a matter of right.

Name:

Designation:

Date: