

ANDHRA PRADESH POWER FINANCE CORPORATION LIMITED
VIDYUT SOUDHA :: VIJAYAWADA

NOTIFICATION FOR THE POST OF CHIEF FINANCIAL OFFICER
Lr. No. MD/APPFCL /D. NO. 240 /2024, Dt: 20 November 2024.

1. Name of the PSU : ANDHRA PRADESH POWER FINANCE CORPORATION LIMITED (Public Sector Utility) VIDYUT SOUDHA, VIJAYAWADA.
2. Name of the Post : CHIEF FINANCIAL OFFICER (on contract basis)
3. Age of the applicant : The applicant shall not be above 65 years of age as on the date of notification.
4. Qualification : Any graduate
5. Eligibility Criteria : Any graduate with solid working knowledge of finance & accounting having minimum 30 years of experience in Public Sectors Undertakings, the last 3 years should be in General Manager or above cadre.
6. Tenure of appointee : As may be discussed and decided.
7. Emoluments : As per the decision of the Management.
8. Company Profile Limited : M/s. Andhra Pradesh Power Finance Corporation (APPFCL) is a Non-Banking Finance Company (NBFC), under the control of the Government of Andhra Pradesh (GoAP) operating as a borrowing entity of the GoAP, M/s. APPFCL has been in the business of raising financial resources for the Power Distribution Companies of the State through the issuance of Power Bonds and Bank Loans on behalf of the GoAP. In turn, APPFCL receives from the GoAP an amount equivalent to interest liability.

APPFCL intends to ambitiously enhance the resource mobilization to finance the infrastructure creation in the State. In this regard, APPFCL intends to engage a Chief Finance Officer' on contract basis.

9. Job Description :

- i. Listed and Unlisted Bonds issued by the company – Attending to SEBI/NSE compliance matters and legal issues concerning Listed NCDs; arranging funds for payment of periodical interest on Bonds and repayment of instalments as per schedule.
- ii. Loans from Banks/ Financial Institutions – To coordinate and submit request letters, financial data and other necessary information and documents; follow up for sanctions; meet the compliance requirements to ensure timely disbursement of loans; arrange funds for prompt payment of periodical interest and principal on the loans.
- iii. Inter Corporate Deposits – Maintain all ICD records; interact with depositors and respond to their requests; arrange for prompt payment of interest and principal etc.
- iv. Loans Extended – Obtain loan applications with necessary details from borrowers, process and submit appraisals to competent authority for approval; complete documentation process; advise monthly interest on loans and follow up for timely servicing of periodical interest and instalments.
- v. Board Meetings – Prepare Board Meeting agenda and submit, coordinate and convene Board Meetings, presenting proposals to the Board, prepare minutes of the meetings and obtain consent of directors; implement Board decisions and ensure compliance with the directions of the Board.



vi. Income Tax - Periodically estimate tax liability, make advance tax payments; obtain Low Deduction Certificates (LDC) from Income Tax Dept by submitting application u/s 197 of IT Act, providing all the documents, analyses/clarifications required; filing of tax returns; attending to queries and submitting detail responses with supporting evidences/ documents to the notices received from Income Tax Department.

vii. Regulatory Reporting - Providing information, statements, particulars, periodical DNBS returns on CIMS portal of RBI; interacting with the officials of RBI and attending to regulatory reporting requirements.

viii. Audits - Attending to Internal Audit, Statutory Audit, RBI Inspection, CAG Audit requirements, providing all the required information; discussing and providing replies and clarifications; ensuring smooth conduct and conclusion of audits by promptly responding to the queries and providing analyses.

ix. Policies - Drafting policies applicable to NBFC, reviewing and updating periodically and submitting to Committees and Board for approval.

x. Tally - Ensure correct recording of transactions and maintaining accounts on Tally Software.

xi. TDS - Effecting TDS on interest and other payments made, remitting to Income Tax Dept, filing quarterly returns, generating and distributing Form 16A to payees.

xii. CICs - Submitting monthly information to Credit Information Companies (CICs) like CIBIL, CRIF Highmark, Equifax, Experian as required under RBI rules.

xiii. Compliance function - Ensuring compliances with various RBI norms, under Company Law, and Income Tax Rules etc.

xiv. Management - All administrative, management and compliance functions to ensure smooth conduct business in the company.

Skills Required:

Working knowledge and hands on experience in the areas of Finance & Accounting

Good spoken and written communication skills

Knowledge of Company Law, RBI Act, NBFC requirements

Knowledge of Tally SW, MS Office is a must. Other computer skills will be preferred

10. Submission : i) Resume with attachments to be emailed on or before **28/11/24** addressed to mail id: **appfcl@gmail.com**
- ii) APPFCL under any circumstances will not entertain the information if any furnished by the candidate subsequently. Applicants should be careful in filling up the application form at the time of submission. If any lapse is detected during the scrutiny, the candidature will be rejected even though he / she come through the final stage of recruitment process or even at later state.
The candidate should not furnish any false/tampered/ fabricated information or suppress any material information while filling of the application form.
- iii) The applicant if in Govt./Banking/PSU Service should forward the application through proper channel. The forwarding authorities should also certify that the entries in the application have



been verified from the records and found correct and that no disciplinary / vigilance proceedings are pending or contemplated against the Officer as well as no major / minor penalties imposed on the Officer during the last ten years.

iv) If the candidate is in service the forwarding authorities should forward the application with the following documents.

- a) up-to-date and complete Confidential Report (CR) dossiers in original / attested Xerox copies of last five (10) years Annual Confidential Reports (ACR) of the candidate.
- b) Integrity Certificate.
- c) Vigilance Clearance including certification that no disciplinary proceedings or criminal proceedings are either pending or contemplated against the officer concerned.
- d) List of major / minor penalties, if any, imposed on the candidates during the last ten years / No penalty certificate.

The application of in service without the CR dossiers / ACRs, or which contain incomplete information, or received after the due date will not be entertained.

APPFCL reserves the right to modify / cancel the notification and / or recruitment process without assigning any reason.

11. Check list

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- i) Latest Resume.
 - ii) Self attested copies in support of Age, Qualification.
 - ii) Annual Reports for the last 5 years where applicable.
 - iii) Evidence of work experience.
 - iv) Candidate has to submit willingness for the post of CFO if selected.
 - vii) In service applicants should submit the application through proper channel along with "No Objection Letter" from the Controlling Officer / Head of Department.


MANAGING DIRECTOR
APPFCL