

**Recruitment of Various Posts in Finance & Accounts
Vacancy Notice No. 04/2025 dated 26/08/2025**

Bharuch Dahej Railway Company Limited (BDRCL) is a Company incorporated as a project specific Special Purpose Vehicle (SPV) in the State of Gujarat for providing Railway Line connectivity under National Rail Vikas Yojna (NRVY) launched by the Ministry of Railways (MoR), Government of India.

The Company invites applications for the following posts tabulated below:

Sr. No.	Post	Number of Vacancy	Place of Posting
1.	Office Supervisor (S-2) Finance & Accounts	2	New Delhi
2.	Assistant Manager Grade-I (Finance & Accounts)	1	New Delhi
3.	Assistant Manager Grade-II (Finance & Accounts)	1	Vadodara
<p>Application duly filled and signed by the candidate must be sent in prescribed format only 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 to the AGM/HR, Bharuch Dahej Railway Company Limited as per above mentioned Registered Office address, Applications must be submitted by post/ courier and also be emailed to the AGM/HR of BDRCL at agmhr@bdrail.in. The last date for receipt of applications is 28-09-2025.</p>			

ELIGIBILITY CRITERIA / JOB PROFILE, DETAILED TERMS & CONDITION

I.	NAME OF POST	Office Supervisor (S-2) Finance & Accounts
1.	PROBATION PERIOD	2 Year
2.	NO. OF POST	Two (2)
3.	LOCATION	New Delhi
4.	MAXIMUM AGE	35 Years as on the date of vacancy notification i.e. 26.08.2025
5.	EDUCATIONAL QUALIFICATION	<u>Essential:</u> 1. Bachelor's Degree in commerce from a recognized University or CA/ICMAI- Intermediate Pass.
6.	WORK EXPERIENCE	<ul style="list-style-type: none">• 2 Years in Finance & Accounts Department
7.	OTHER SKILLS	<ul style="list-style-type: none">• Excellent communication skills – written, verbal, presentation, Fluency in English.• Strong organizational, analytical, and interpersonal skills.• Basic knowledge of Computer and Accounting, MS Office, Tally, GST, and Income Tax.
8.	JOB PROFILE	<u>Key Responsibilities:</u> <ul style="list-style-type: none">• Assist in day-to-day accounting & finance operations including data entry in Tally/Excel.• Support in the preparation of vouchers, invoices, and bills.• Help in maintaining books of accounts, ledgers, and records.• Assist in bank reconciliations and maintaining cash/bank books.• Support in filing and documentation of GST, TDS, and other statutory returns.• Coordinate with internal departments for collection of financial data.• Assist in the preparation of financial reports, statements, and MIS.• Handle physical and digital filing of finance-related documents.• Provide support during audits and internal reviews. <u>Skills Required:</u> <ul style="list-style-type: none">• Basic understanding of accounting principles.• Familiarity with MS Excel, Word.• Knowledge of Tally and other accounting software.• Good communication and coordination skills.
9.	DESIGNATION & SCALE OF PAY (IDA SCALES OF PAY)	Office Supervisor (F&A) Grade– S-2 Scale of Pay (19,200-64,800)

10.	OTHER PERQUISITES	As per the policy of the Company under IDA Scales of Pay
11.	SELECTION PROCESS	<p>The selection will be through Interview & Personal interaction by the Interviewing Panel on the basis of eligibility, experience, qualification & performance during Interview/Interaction.</p> <p>Note:</p> <ul style="list-style-type: none"> • Fulfilling the eligibility terms and conditions/requirement/qualification will not vest any right on the candidates to be called for Interview. • BDRCL 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.
12.	HOW TO APPLY	<p>Applications along with detailed bio-data (with passport size photograph, age, qualifications, experience, salaries drawn and achievements) in the prescribed format must reach the following address within the time prescribed in the advertisement & must be sent via email and by Post/courier, to email address of the AGM/HR/BDRCL i.e. agmhr@bdrail.in by 28.09.2025. To download the application form, kindly visit Company's website at: www.bdrail.in.</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 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 to the AGM/HR, Bharuch Dahej Railway Company Limited # 39-42 (3rd Floor H-Block) Indra Palace Connaught Circus Inner Circle, New Delhi- 110001, by Post/Courier</p> <p>The application form is attached as Annexure-A, and the undertaking form is attached as Annexure-B." The application for the post should be captioned as "Application for the Post of Office Supervisor (S-2) Finance & Accounts BDRCL against Vacancy Notice No. 04/2025 dated 26.08.2025.</p> <p>Note:</p> <p>Applications received after 28.09.2025 shall not be considered by the Company.</p>

II.	Name of Post	Assistant Manager Grade-I (Finance & Accounts)
1.	No. of Post	1
2.	Location	New Delhi
3.	Maximum Age	35 years as on date of vacancy notification i.e. 26.08.2025
4.	Educational Qualification	<u>Essential:</u> 1. Bachelor's degree from a recognized University 2. Chartered Accountant/ Cost Accountant/ MBA (Finance)
5.	Work Experience	<u>Mandatory Experience (Post Qualification):</u> Minimum 05 year In the field of Corporate Accounting/ Finance/ Taxation, book keeping, Advance Tax, TDS, GST, IND-AS. <u>Desirable:</u> Preference shall be given to candidates having experience of working with undertaking and/or PSUs of Railways Sector, Logistics Sector.
6.	Other Skills	Well conversant in latest Computer/IT skills and its applications. Excellent communications skills - Drafting, verbal, presentation, Fluency in English Strong organizational, analytical and interpersonal skills.
7.	Job Profile	<ul style="list-style-type: none"> • Timely Preparation of Quarterly/half yearly/Annual Financial Statements in format prescribed under Companies Act, 2013 along with Significant Accounting Policies and Notes to the Accounts in compliance with the applicable Accounting Standards (IND-AS). • Co-ordination with Banks for Bank Loan related compliances, payments • 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 verifying the Monthly revenue and O&M sheets received from Western Railway. • Preparation of bank reconciliation statement • Responsible for Budgeting, Forecasting & cost control • Responsible for all regulatory and statutory compliances related to Accounts/ Finance/ Taxation/ Audit etc.
8.	DESIGNATION & SCALE OF PAY (IDA SCALES OF PAY)	Assistant Manager (F&A) Grade-I Scale of Pay (Rs.40,000–140,000/-)
9.	OTHER PERQUISITES	As per the policy of the Company under IDA Scales of Pay
10.	SELECTION PROCESS	The selection will be through Interview & Personal interaction by the Interviewing Panel on the basis of eligibility, experience, qualification & performance during Interview/Interaction. <u>Note:</u> <ul style="list-style-type: none"> • Fulfilling the eligibility terms and conditions/requirement/qualification will not vest any right on the candidates to be called for Interview.

		BDRCL 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, salaries drawn and achievements) in the prescribed format must reach the following address within the time prescribed in the advertisement & must be sent via email and by Post/courier, to email address of the AGM/HR/BDRCL i.e. agmhr@bdrail.in by 28.09.2025. To download the application form, kindly visit Company's website at: www.bdrail.in. 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 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 to the AGM/HR, Bharuch Dahej Railway Company Limited # 39-42 (3rd Floor H-Block) Indra Palace Connaught Circus Inner Circle, New Delhi- 110001, by Post.</p> <p>The application form is attached as Annexure-A, and the undertaking form is attached as Annexure-B." The application for the post should be captioned as "Application for the Post of Assistant Manager Finance & Accounts BDRCL against Vacancy Notice No. 04/2025 dated 26.08.2025.</p> <p>Note: Applications received after 28.09.2025 shall not be considered by the Company.</p>

III.	Name of Post	Assistant Manager Grade-II (Finance & Accounts)
1.	No. of Post	1
2.	Location	Vadodara
3.	Maximum Age	35 years as on date of vacancy notification i.e. 26.08.2025
4.	Educational Qualification	<u>Essential:</u> 1. Bachelor's degree from a recognized University 2. Chartered Accountant/ Cost Accountant/ MBA (Finance)
5.	Work Experience	<u>Mandatory Experience (Post Qualification):</u> Minimum 02 year In the field of Corporate Accounting/ Finance/ Taxation, book keeping, Advance Tax, TDS, GST, IND-AS. <u>Desirable:</u> Preference shall be given to candidates having experience of working with undertaking and/or PSUs of Railways Sector, Logistics Sector.
6.	Other Skills	Well conversant in latest Computer/IT skills and its applications. Excellent communications skills - Drafting, verbal, presentation, Fluency in English Strong organizational, analytical and interpersonal skills.
7.	Job Profile	<ul style="list-style-type: none"> • Timely Preparation of Quarterly/half yearly/Annual Financial Statements in format prescribed under Companies Act, 2013 along with Significant Accounting Policies and Notes to the Accounts in compliance with the applicable Accounting Standards (IND-AS). • Co-ordination with Banks for Bank Loan related compliances, payments • 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 verifying the Monthly revenue and O&M sheets received from Western Railway. • Preparation of bank reconciliation statement • Responsible for Budgeting, Forecasting & cost control • Responsible for all regulatory and statutory compliances related to Accounts/ Finance/ Taxation/ Audit etc.
8.	DESIGNATION & SCALE OF PAY (IDA SCALES OF PAY)	Assistant Manager (F&A) Grade-II Scale of Pay (Rs.30,000 – 120,000/-)
9.	OTHER PERQUISITES	As per the policy of the Company under IDA Scales of Pay
10.	SELECTION PROCESS	The selection will be through Interview & Personal interaction by the Interviewing Panel on the basis of eligibility, experience, qualification & performance during Interview/Interaction. <u>Note:</u> <ul style="list-style-type: none"> • Fulfilling the eligibility terms and conditions/requirement/qualification will not vest any right on the candidates to be called for Interview.

		BDRCL 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, salaries drawn and achievements) in the prescribed format must reach the following address within the time prescribed in the advertisement & must be sent via email and by Post/courier, to email address of the AGM/HR/BDRCL i.e. agmhr@bdrail.in by 28.09.2025. To download the application form, kindly visit Company's website at: www.bdrail.in. 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 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 to the AGM/HR, Bharuch Dahej Railway Company Limited # 39-42 (3rd Floor H-Block) Indra Palace Connaught Circus Inner Circle, New Delhi- 110001, by Post.</p> <p>The application form is attached as Annexure-A, and the undertaking form is attached as Annexure-B." The application for the post should be captioned as "Application for the Post of Assistant Manager Finance & Accounts BDRCL against Vacancy Notice No. 04/2025 dated 26.08.2025.</p> <p>Note: Applications received after 28.09.2025 shall not be considered by the Company.</p>

Annexure A
PROFORMA
APPLICATION FORM

Please affix a
self-attested
photograph

Post Applied For: _____

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. 26.08.2025) _____ Years _____ Months
6. Nationality _____
7. Pay and total annual emoluments drawn in the present / last assignment held: _____

8. Educational Qualification certificates:

	Qualification	Institution	Date of issue of certificate
Educational / Professional Qualifications (along with the name of Institutions)			
(a) Graduation			
(b) Post Graduation			
(c) Other qualifications			

9. Experience/Positions held during the preceding years: (Chronological start with recent one)

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

10. Job Fitness and Strategic Vision (explain your fitness and your strategic vision in 500 words)

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11. (a) Whether any punishment awarded to the applicant during the last 4 years
If yes, the details thereof

Yes	No
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(b) Whether any action or inquiry is going on against him/her as far as his/her knowledge goes
If yes, the details thereof

Yes	No
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I _____ son/daughter of _____ Resident of _____
_____ certify that the details furnished by me in Cols. 1 to 8/9 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*
- 5. Aadhar Card*

(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 _____, Bharuch Dahej Railway Company Limited (BDRCL), New Delhi, I will not ask for an extension in joining time and will resign from the present position before joining BDRCL. 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 _____ Finance & Accounts BDRCL as a matter of right.

Name:

Designation:

Date:

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