



Petronet MHB Limited

Regd. Office: Corporate Miller, 2nd Floor, Block B, 332/1, Thimmaiah Road, Vasanth Nagar, Bangalore - 560052
CIN U85110KA1998GOI024020

Website: www.petronetmhbl.com; email: headoffice@petronetmhbl.com; Phone 080-22262317/22262243

Vacancy notification 01/2023-24

Petronet MHB Limited (PMHBL) is a JV of HPCL & ONGC/ Subsidiary of ONGC and is operating a 363 KM petroleum product pipeline from Mangalore to Bangalore in the State of Karnataka. The registered office of the Company is located at Bangalore and the Stations are located at Mangalore, Neriya, Hassan and Devangonhi (near Bangalore).

PMHBL invites proficient and motivated candidates looking for exciting career opportunities to be a part of PMHBL. Interested and eligible candidates can apply for the following vacancy:

Chartered Accountant (Salary Grade E2)

No. of Post: 1 (One)

Educational Qualification

Candidates should be Qualified Chartered Accountant (CA) from The Institute of Chartered Accountants of India (ICAI) and holding a Graduate degree from a recognized University. Candidates applying for the post should be in possession of C.A. professional qualification (Associate Membership of the Institute of Chartered Accountants of India) completed in all respects at the time of applying for the post.

All qualification must be from UGC recognized Indian University / UGC recognized Indian Deemed University/ AICTE approved Autonomous Indian Institution / Concerned Statutory Council (wherever applicable)/ Board of Technical Education.

Upper age limit is Maximum 33 years.

The cut-off date for deciding the maximum permissible age shall be **15.06.2023**.

Work Experience (Post qualification):

At least 3 years of post-qualification work experience (in full time employment) in the field(s) of Finance/Accounts/Taxation etc. The articulated training /practical training shall not be considered as valid experience for this purpose.

The Post Qualification experience will be counted from the date of Associate membership of the ICAI.

The last date for submission of Hard Copy of the application by the Company is 12th July 2023.

Only Hard copy of application in original along with all the enclosures, placed in a sealed envelope and addressed to **HR Incharge** will be accepted. However, the scanned copy of the entire application format may be sent as advance intimation by email to career@petronetmhbl.com.

The hard copy should be submitted by Post or courier or hand delivered under acknowledgement to the following address:

Petronet MHB Limited
Corporate Miller, 2nd Floor, Block B, 332/1, Thimmaiah Road, Vasanth Nagar,
Bangalore – 560052; Phone 080-22262317/22262243

Key Job Responsibilities:

- a. Review/Approval of Accounting Vouchers
- b. Preparation of Financial Statements meeting Indian Accounting Standards
- c. MIS for Board of Directors / Senior Management
- d. Funds/Banking & Working Capital Management
- e. Handling Internal /Statutory/Govt. Audits etc.
- f. Banking & Treasury Functions
- g. Compliance to Direct Taxation including filing returns and Assessment activities
- h. Compliance to Indirect Taxation including filing returns and Assessment activities
- i. Responsible for Statutory Compliances including Income Tax, GST, Customs etc.
- j. Management of Payments to consultants, vendors, contractors, sub-contractors, suppliers
- k. Fixed Assets Accounting / Capitalization of Assets
- l. Inventory/ Stock Accounting
- m. Trade receivables, trade payables, assets accounting etc.
- n. Filing of various returns under EPF, ESI, CLRA, Professional Tax, Shop & Establishment Act etc.
- o. Payroll processing

Probation:

The Selected Officer will be on probation for 1 year from the Date of Joining. For confirmation in service, the officers have to fulfil various parameters as per the company policy.

Placement/ Posting

Posting/ Assignment can be in any location of the PMHBL and the services thereafter will be transferable as per the requirement.

Selection Process

Candidates fulfilling all eligibility criteria based on scrutiny of the application, documents and resume submitted in the application, will be considered for further selection process i.e., Personal Interview. Interview will comprise of both Technical and Behavioural.

A merit list will be drawn for all the candidates who qualify as per short listing criteria.

In the event of number of applications being large, the Company will adopt shortlisting criteria to restrict the number of candidates to be called for the interview. The shortlisting criteria will be based on any or all of the criteria i.e. higher relevant post qualification experience, higher marks in CA final, working in SAP, higher annual CTC etc.

SALARY:

Annual CTC of Rs. 9.00 lakhs (under revision)

The candidate should be drawing a minimum **annual CTC of Rs. 7.00 lacs** in their present employment to be eligible to apply for the above post.

PRE-EMPLOYMENT MEDICAL EXAM

Candidates selected in interview will be referred for pre -employment medical examination. Reference for a medical examination does not mean final selection. Final merit list will be drawn for medically fit candidates. Offer of appointment would be extended subject to being declared as Medically Fit by PMHBL designated Physician and fulfilment of eligibility criteria w.r.t Academic Qualification, Age, Work Experience, NOC, relieving letter from previous employer etc. as may be applicable.

APPLICATION PROCESS

Candidates are requested to download application form from the link <https://www.petronetmhbl.com/careers-listing/> Submission of the hard copy of the application will be allowed **upto 12th July 2023**. No other mean / mode of the application shall be accepted. The link for downloading the application form will be active from **28th June 2023**.

Applications with incomplete / wrong particulars or not in the prescribed format will not be considered. The email id and mobile number provided in the application should remain valid for at least one year. Candidates must use proper e-mail ids created in their names. Candidates will be required to submit documentary evidence of eligibility during the course of shortlisting / selection process. Any mismatch in name, qualification, other criteria of documents from the data given in application form will lead to disqualification at any stage.

GENERAL INSTRUCTIONS

1. Only Indian Nationals need to apply.
2. Candidates are advised to submit only one application. In case multiple applications are identified from a candidate, the latest one shall be considered as final and the older applications shall be rejected without any notice.
3. PMHBL will not be responsible for any loss/ non-delivery of post for any reason.
4. Mere issue of Interview call letter will not imply acceptance of candidature.
5. Date of personal interview will be announced on PMHBL website www.petronetmhbl.com. In addition, it may also be conveyed to the shortlisted candidates by email.

6. Candidates called for Personal Interview will be reimbursed Travelling expenses from their correspondence address/ actual place of travel (whichever is shorter distance to the place of Interview) on production of actual tickets by shortest route. The mode of travel permitted will be train 3rd AC/ Deluxe AC Bus. Local travel cost is to be borne by the candidates.
7. All the candidates are requested to remain updated of the selection process by visiting career section of our website **www.petronetmhbl.com**.
8. All queries pertaining to the recruitment may be addressed to our Recruitment Team through career@petronetmhbl.com. However, pendency of any such query will not effect in extension of scheduled dates of the recruitment process.
9. Candidates must be in possession of all applicable Degree Certificates and mark sheets at the time of submission application.
10. Candidates may please note that personal calls and/or interaction with any of the PMHBL's officials during recruitment drive is discouraged, except when necessary.
11. PMHBL reserves the right not to fill the above post at any stage of selection.
12. The Company also reserves the right to cancel / restrict/ curtail/ enlarge the recruitment process and/or the selection process without any further notice and without assigning any reasons.
13. Candidates presently employed in Government Departments / PSU's / Autonomous Bodies owned by the Government, should submit their application as per their company policies. They must produce No Objection Certificate at the time of interview, failing which they will not be allowed to appear for the interview and their candidature will not be entertained.
14. All the details given in the application form will be treated as final and no changes will be entertained.
15. In case of tie between candidates during personal interview, those having work experience in SAP or willing to join early will be given preference.
16. Furnishing of wrong/false information will lead to disqualification and PMHBL will not be responsible for any of the consequences of furnishing such wrong/false information. Since all the applications will be screened without documentary evidence, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that the candidates have furnished false or wrong information or is found ineligible with respect to any of the eligibility parameters, his/her candidature will be rejected.
17. If any of the above discrepancies w.r.t. to eligibility parameters, furnishing of wrong intimation and or suppressing of any material fact is detected / noticed even after appointment, his/her services will be liable for termination without any further notice.
18. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.
19. Management reserves the right to create and operate a panel of suitable candidates, for a period of one year.
20. Court of jurisdiction for any dispute will be at Bangalore.
21. Any further corrigendum / addendum would be uploaded only on our website **www.petronetmhbl.com**.

22. The general public is hereby informed that all applications are accepted through hard copy only and is not outsourced by PMHBL to any agency/individual. Applicants are advised to beware of such fraudulent agencies.

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Application Format:

1. Profile

Date: _____

Name: _____

Position Applied for: _____

Date of birth: (dd / mm / yyyy) _____ Age _____



Education/Academics (Upto Graduation):

| Board/ University | Year | Name of Institution | Level / Degree | Marks % or CGPA * |
|-------------------|------|---------------------|----------------|----------------------|
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** In case CGPA/OGPA/Grade is awarded by university, the equivalent percentage shall be derived based on the formula provided by the University/ Board for converting grade to percentage. If no formula is prescribed by the University, the equivalence in percentage of marks will be established by multiplying the CGPA/OGPA/Grade by a factor of 10 subject to the condition that the university does not have formula for conversion of CGPA/OGPA/Grade to corresponding percentage.*

Education/Professional (Chartered Accountancy):

| Year of Qualifying | Name of Institution | Level / Degree | Marks % |
|--------------------|---------------------|----------------|---------|
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Previous Work Experience (Begin from your current job):

| Name of the Organization | From (mm/yy) | To (mm/yy) | Position held | Reason for change |
|--------------------------|--------------|------------|---------------|-------------------|
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Total years of work experience (Post Qualification):

Notice period with current employer (in months):

Period required to join, if selected (in months):

Current Annual CTC:

Languages Known: _____

2. Contact Details

Email id:

Mobile no.:

Alternate mobile no.:

Current Residential Address & Telephone Number:

Permanent Address & Telephone Number:

3. Family

Marital Status: Single Married

Date of marriage (dd/mm/yy):

4. Previous Association with PMHBL

Have you been previously interviewed/offered employment/worked with PMHBL?

Yes No

If yes, please provide details:

| Date of Interview | Position interviewed for |
|-------------------|--------------------------|
| | |

5. Health

Please provide details on any physical disabilities, if any.

Blood Group:

6. Past Record

Have you ever been the subject of any investigation, civil or criminal or been prosecuted by any court of law?

Yes No

If yes, please state date and facts:

| Date | Facts |
|------|-------|
| | |

I declare that the information provided in this document is true, correct and complete in all respects. I agree and accept without reservation that at any time, if any of the particulars is found to be untrue, incorrect and/or incomplete, my appointment in the company may be terminated without notice.

Date :

Place :

Signature of Applicant:

List of mandatory enclosures to the application form:

Copy of following self attested documents should be attached to the application form.

1. Proof of Age (any one of the documents – SSLC marks card indicating date of birth, Matriculation certificate indicating date of birth Municipal Birth Certificate, School leaving certificate indicating date of birth)
2. Associate Chartered Accountant (ACA) certificate
3. CA final marksheet of all semesters
4. Graduation Certificate
5. Graduation Marksheet of all semesters
6. Intermediate (12th) Marksheet of all semesters
7. Matriculation (10th) Certificate
8. Matriculation (10th) Marksheet
9. Experience certificate from past employer(s)
10. Appointment letter of present employer
11. Salary slip for immediately preceding 3 months
12. Annual CTC details from present employer
13. Form 16 for FY 2022-23.
14. Bio data as per the attached format

Copy of all the above documents should be self-attested. At the time of personal interview, original of all the above documents will have to be produced for verification. Candidates who fail to produce the original documents at the time of interview may not be allowed to attend the personal interview.

Bio Data

Name:

Address:

Email id:

Mobile no.:

Professional Synopsis

Core Competencies

Career Highlights & accomplishment

Academic Details

IT Credentials

Training, Certifications & Courses Attended

Date:

Place:

Signature