

KERALA ACADEMY FOR SKILLS EXCELLENCE

Call for Applications for engagement as Accounts Officer at Kerala State Institute of Design (KSID)

Kerala Academy for Skills Excellence (KASE), a Government of Kerala Undertaking is a company incorporated under section 25 of Companies Act, 1956, established as an apex organization for the skill development initiatives in the state of Kerala.

The Kerala State Institute of Design (KSID), an entity of KASE was established for the purpose of creating a vibrant design community in Kerala through synergistic partnership between artisan community, professional designers and general public. One of the most important objectives of KSID is to promote design education.

Applications are invited from interested candidates for the post of **Accounts Officer**, in Kerala State Institute of Design, Chandanathope, Kollam.

- **Vacancy:** One

- **Qualification**

M.Com in regular course with 5 years of work experience

Or

MBA- Finance in regular course with 5 years of work experience

Or

CA Intermediate completed with 2 years post course work experience

- **Work Experience**

Work experience in Tally is essential. He/She will look into all financial aspects including procurements, purchase and verification of all receipts & payments.

- **Desirable**

Candidates having experience in working with Government/PSUs will be an added advantage.

- **Age:** Not above 35 years

- **Remuneration and Contracting Terms:**

The appointment will be purely on contract basis.

Salary will not be a constraint for the deserving candidate.

- **Contract Period:** The appointment will be on contract basis for a period of three (3) years subject to performance evaluation after one (1) year.

HOW TO APPLY?

Interested candidates meeting above eligibility criteria may forward their application in the **attached format** along with their CV, copies of all relevant documents for proof of age, educational qualification, experience etc. and a recent passport size photograph to:

The Managing Director,
Kerala Academy for Skills Excellence (KASE),
3rd floor Carmel Tower,
Cotton Hill, Vazhuthacaud,
Thiruvananthapuram – 695014.
Ph: 0471 2735949, 0471 2735856.

The envelope should be superscripted with “Application for the post of **Accounts Officer - KSID**”.

Last date for receipt of applications: 06th July 2019, 5 P.M. at the office of KASE.

Note:

- 1. Applications will be in the attached format only.**
- 2. Incomplete applications and applications without relevant documents will be summarily rejected.**

Sd/-
Managing Director



KERALA ACADEMY FOR SKILLS EXCELLENCE

Skill Development Mission of Government of Kerala

Format of application for engagement as Accounts Officer at Kerala State Institute of Design (KSID)

Name

Date of Birth Age

Correspondence Address:

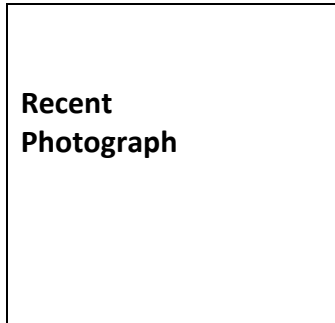
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Contact Number:

Email ID:

Academic Qualifications:

Sl.No	Courses	Course Duration		Institution/ University	Score in %
		From	To		



**Recent
Photograph**

Other Qualifications (Specify):

- 1.
- 2.

Experience Details:

Sl.No	Name and address of the firm	Tenure		Position held	Salary	Reason for Leaving
		From	To			

References

Name of the person:	Name of the person:
Name and Address of Organisation	Name and Address of Organisation
Designation	Designation
Email id	Email id
Contact number	Contact number
Relationship to Applicant	Relationship to Applicant

Declaration:

I confirm that the above information is complete and correct. Any untrue or misleading information will give my employer the right to terminate any employment contract offered.

Signature of the Applicant

Date: