

URGENTLY REQUIRED

FOR SUBSIDIARY CENTRAL POLICE CANTEEN

NAME OF POST: ACCOUNTS OFFICER

Applications are invited from qualified candidates for the post of Accounts Officer of SUBSIDIARY POLICE KALYAN BHANDAR in Kerala Police Department.

- Qualification : Chartered Accountant/ ICWA /M.Com/MBA(Finance)
- Experience : Experience in handling accounting software and should have work experience of at least 5 Years in any firm.
- Place of posting: Thiruvananthapuram

DESCRIPTION

- Candidates will be responsible for monitoring the financial systems of police canteens and for conducting of internal audit of the canteens.
- They will be asked to design internal control mechanism for improving transparency and accountability.
- They should also be willing to travel as they have to conduct audit of accounts of Police canteens throughout Kerala.
- Appropriate candidates shall be selected on the basis of an online interview.

LAST DATE TO SUBMIT APPLICATION: 16.08.2023

Application details are available on the official website of Kerala Police, www.keralapolice.gov.in (General Information→Public Information →Announcement)

NOTIFICATION

Applications are invited from qualified candidates for the post of Accounts Officer for handling the accounts of all **SUBSIDIARY POLICE KALYAN BHANDAR** in Kerala Police Department.

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| 1. Department | : | SUBSIDIARY POLICE KALYAN BHANDAR |
| 2. Name of Post | : | Accounts Officer |
| 3. Remuneration | : | ₹ 40,000/- |
| 4. Number of Vacancy | : | 1 |
| 5. Method of appointment | : | Direct Recruitment |
| 6. Way of selection | : | Interview |
| 7. Age limit | : | 25 - 55 |
| 8. Qualifications | : | Chartered Accountant/ICWAI/MCOM/ MBA (Finance) |
| 9. Experience | : | Experience in handling Accounting Software and should have work experience of at least 5 years in any firm. |
| 10. Place of Posting | : | Thiruvananthapuram |
| 11. Duration of Appointment: | : | 3 years |
| 10. Last date for submission of Application | : | 16/08/2023 |

Note: Candidates will be responsible for monitoring the financial systems of police canteens and for conducting of internal audit of the canteens. They will be asked to design internal control mechanism for improving transparency and accountability. They should also be willing to travel as they have to conduct audit of accounts of police canteens throughout Kerala. Appropriate candidates shall be selected on the basis of an interview. The date and venue will be intimated through email or over phone.

Interested candidates shall send their Application letter, duly filled up Bio-data and attested copies of certificates proving their qualifications & experience, to the Additional Director General of Police (HQ) & Chairman, Central Management Committee of Subsidiary Police Kalyan Bhandar, Police Headquarters, Thiruvananthapuram on or before **16/08/2023**, 5.00pm, by email skpkbphq.pol@kerala.gov.in.

BIO-DATA

Photo

1. Name :
2. Father's / Husband's Name :
3. Date of Birth :
4. Marital Status :
5. Nationality :
6. Religion :
7. Caste :
8. Permanent Address :
:
:
:
:
9. Address for Communication :
:
:
:
:
10. Contact Details
 - Telephone No. (with STD) :
 - Mobile No. :
 - E-mail Id :

11. Educational Qualifications:

| Sl. No. | Qualification | Board/University | Year of Passing | Total Mark | Mark % |
|---------|---------------|------------------|-----------------|------------|--------|
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12. Past Employment Experience:

| Sl.No | Designation | Date of Joining | Date of Leaving | Reason for Leaving | Any other Relevant Information |
|-------|-------------|-----------------|-----------------|--------------------|--------------------------------|
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Declaration

I (Name) hereby declare that the above particulars are true and correct to the best of my knowledge and belief and if the event of any information being found false or incorrect, my candidature will be liable to be cancelled.

Date:

Place:

Signature