



## KERALA ROAD FUND BOARD

(A Statutory Body of the Government of Kerala)

KRFB/C /A&TP/1/2022

30.06.2022

Applications are invited from qualified and experienced candidates for appointment on contract basis for One Year to various Posts in Kerala Road Fund Board and Project Monitoring Units under KRFB. Interested candidates may apply via **ONLINE** mode only by filling the prescribed online application form given in the website of Centre for Management Development (CMD), Thiruvananthapuram ([www.cmdkerala.net](http://www.cmdkerala.net)). The online application submission link will open on **30/06/2022 (05.00 pm)**. The last date for submitting the online application will be **15/07/2022 (05.00 pm)**.

Sl. No.	Post	Qualification, Experience & Remuneration	No. of Vacancies	Roles & Responsibilities
1.	<b>Accountant</b>	B.Com with Tally from a Recognized University with 3 years experience in Accounting in a Reputed Institution. <b>Maximum Age Limit:</b> 36 years as on 01.01.2022 (Age relaxation as per PSC norms applicable). <b>Remuneration:</b> Rs. 21,175/- per month (consolidated).	2 No.	<ul style="list-style-type: none"><li>▪ Monthly Salary processing and deductions such as GPF, EPF, GIS, SLI, NPS, LIC, etc.</li><li>▪ Payment towards work bill including statutory deductions.</li><li>▪ WAMS clearance and BDS clearance of Treasury bills.</li><li>▪ Investigation file and bill processing.</li><li>▪ Processing of DD receipts accounting and remittance.</li><li>▪ Other related accountings.</li></ul>
2.	<b>Senior Accountant</b>	First Class Degree in Commerce from a Recognised University with 5 years Professional Experience.	1 No.	<ul style="list-style-type: none"><li>▪ Verify, allocate, post and reconcile accounts payable and receivable.</li><li>▪ Produce error-free accounting reports and present their results.</li></ul>

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		<ul style="list-style-type: none"> <li>▪ Thorough knowledge of basis accounting procedures.</li> <li>▪ In-depth understanding of generally accepted accounting principles.</li> <li>▪ Experience with general ledger functions and the month-end/year-end close process.</li> <li>▪ Hands on experience with accounting software packages.</li> </ul> <p><b>Desirable:</b> Post Graduation in Commerce/ICWA/CA (inter).</p> <p><b>Maximum Age Limit:</b> 36 years as on 01.01.2022 (Age relaxation as per PSC norms applicable).</p> <p><b>Remuneration:</b> Rs. 30,000/- per month (consolidated).</p>		<ul style="list-style-type: none"> <li>▪ Analyse financial information and summarize financial status.</li> <li>▪ Spot errors and suggest ways to improve efficiency and spending.</li> <li>▪ Provide technical support and advice on Management Accountant.</li> <li>▪ Review and recommend modifications to accounting systems and procedures.</li> <li>▪ Participate in financial standards setting and in forecast process.</li> <li>▪ Provide input into department's goal setting process.</li> <li>▪ Prepare financial statements and produce budget according to schedule.</li> <li>▪ Assist with tax audits and tax returns (Direct &amp; Indirect).</li> <li>▪ Direct internal &amp; external audits to ensure compliance.</li> <li>▪ Plan, assign and review staff's work.</li> <li>▪ Support month-end and year-end close process.</li> <li>▪ Develop and document business processes and accounting policies to maintain and strengthen internal controls.</li> <li>▪ Ensure compliance with GAAP principles.</li> <li>▪ EPF remittances of employees, KCWWF.</li> <li>▪ GST remittance, TDS on GST remittance and return filing GSTR 3B and GSTR-1, GSTR-9 Annual Return.</li> <li>▪ Monthly TDS - IT remittances and quarterly return filing.</li> <li>▪ Monitoring on expenditure of fund and keep updated balance of funds.</li> </ul>

Sl. No.	Post	Qualification, Experience & Remuneration	No. of Vacancies	Roles & Responsibilities
3.	<b>Site Supervisor</b>	<p>Diploma in Civil Engineering with Not less than 2 years of Post Qualification Experience in Govt./Public/Private sector infrastructure industry/Transportation Projects like Major Road/Bridge Projects.</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>▪ Proficiency in handling computer application like MS Project/other Engineering applications/MS Office.</li> <li>▪ Knowledge in execution of work &amp; preparation of work bills.</li> </ul> <p><b>Maximum Age Limit:</b> 40 years as on 01.01.2022 (Age relaxation as per PSC norms applicable).</p> <p><b>Remuneration:</b> Rs. 25,000/- per month (consolidated).</p>	78 No.	
4.	<b>Project Engineer</b>	<p>B.Tech in Civil Engineering from a Recognized Institution with Not less than 2 years of Post Qualification Experience in Govt./Public/Private sector infrastructure industry/Transportation Projects like Major Road/Bridge Projects.</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>▪ Master's Degree in Civil Engineering &amp; Experience in MS Project.</li> <li>▪ Knowledge in execution of work &amp; preparation of work bills.</li> </ul> <p><b>Maximum Age Limit:</b> 40 years as on 01.01.2022 (Age relaxation as per PSC norms applicable).</p> <p><b>Remuneration:</b> Rs. 42,000/- per month (consolidated).</p>	36 No.	

## **Instructions / Information's to Candidates**

1. The appointment will be made on contract basis specifically for the projects for a period of One Year or till the completion of the projects whichever is earlier. If the service of the employee will be found unsatisfactory, he/she will be terminated with one month's notice.
2. **Application fee of Rs. 500/- (through online payment only) for each category of post.**
3. **Age:** Maximum age limit is fixed as follows: -
  - a) For the Posts of Accountant & Senior Accountant: 36 Years as on 01.01.2022  
(Age relaxation as per PSC norms applicable).
  - b) For the Posts of Site Supervisor & Project Engineer: 40 Years as on 01.01.2022  
(Age relaxation as per PSC norms applicable).
4. **Only Post Qualification Work Experience of the candidate until 30/06/2022 will be considered.**
5. Admittance to various stages of the recruitment will be provisional only and will not confer any claim for appointment unless various other conditions of selection processes are satisfied. Detailed scrutiny of the applications/credentials will be conducted before interview/appointment. Any discrepancy found during the detailed scrutiny will result in the rejection of the candidature.
6. Canvassing in any form will lead to disqualification.
7. **Candidates will have to upload their passport size photograph (taken within six months), signature and copies of certificates proving qualification and experience while submitting the application. The photograph and signature must be in JPEG format. The size of the photograph must be less than 200 kb and the size of the signature should be less than 50 kb. The copies of certificates shall be either in JPEG format or in PDF format, and shall not exceed 5mb size.**
8. The Qualifications should be from UGC approved Universities/Technical Board/Institutions. The candidates those who claim equivalent qualification instead of qualification mentioned in the notification shall upload the relevant Government Order or an equivalency certificate issued by UGC approved Universities/Technical Board/Institutions from Kerala to prove the equivalency at the time of online application, then only such qualification shall be treated as equivalent to the prescribed qualification concerned.

9. Candidate should clearly mention the percentage of marks (G.P.A if any should be converted into percentage) scored in their qualifying examination in the application. In the event of any information provided by the candidate being found false or incorrect at any stage, their candidature/appointment is liable to be cancelled/terminated without any notice.
10. KRFB/CMD is not responsible for any discrepancy in submitting the application through Online. Before submission of the online application, candidates must check that they have filled correct details in each field of the online application form. After submission of the online application form, no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Phone, Email, by hand, etc. shall not be entertained.
11. KRFB/CMD reserves the right to shortlist the number of candidates for interview, as the case may be for the posts, based on marks secured in the Written Test.
12. Candidates must upload their qualification certificates and experience certificates while applying. Those who fail to upload the certificates shall be summarily rejected.
13. Candidates should provide a valid email ID (personnel) and mobile number as all correspondence pertaining to recruitment will be communicated on email address and mobile number provided at the time of filling online application. Any request for change of mobile number and e-mail address will not be entertained at any stage.
14. KRFB reserves the right to reject the candidature/cancel the appointment/cancel the recruitment process at any stage without assigning any reason.

Sd/-  
Authorized Signatory

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