

KIOCL LIMITED

(A Government of India Enterprise)

Regd.Office: II Block, Koramangala, Bengaluru-560034

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E-mail:career@kioclltd.in

(AN ISO 9001, 14001 & OHSAS 18001 COMPANY)**WALK-IN-INTERVIEW FOR THE POST OF ACCOUNTANT – TRAINEE ON FIXED TERM CONTRACT BASIS.****JOB SPECIFICATION**

CA/ICWA–INTERMEDIATE ON FIXED TERM CONTRACT BASIS FOR FINANCE & ACCOUNTS DEPARTMENT		NO OF POST:04
Consolidated Remuneration	:	Rs.25,000/-per month as consolidated pay
Designation	:	Accountant-Trainee
Qualification	:	B.Com with CA/ICWA-Intermediate
Experience	:	<ul style="list-style-type: none"> • 0–1 year experience with sound knowledge in Day-to-Day Accounting, Accounting Standards, Taxation, GST and Preparation of MIS Report etc. • Candidate should be well versed with Microsoft excel, word, Power point presentation etc. • Should have excellent written and oral communication skill and team player. • Knowledge/experience of working in SAP or any other ERP module is an added advantage
Age	:	Maximum 27 years as on 31.08.2023

1] Age: The upper age limit is relaxed by 5 years for SC/ST, 3 years for OBC (Non-Creamy Layer) categories.

2] Reservation for SC/ST/OBC/EWS candidates will be as per the Govt. of India guidelines.

TERMS & CONDITIONS:

1. Engagement on contract basis is initially for a period of **TWO YEARS**. Contract can be extendable further depending upon the requirement of the company and performance. However not beyond 04 years.

2. Apart from the consolidated remuneration specified above, candidate is not entitled for any other benefits applicable to regular employees of the Company such as DA, HRA, ESI, Bonus, Gratuity, Incentive etc.
3. Contract Staff shall be eligible for Provident Fund contribution. However, the deduction/contribution will be limited to the ceiling limit of Rs.15,000/-.
4. Candidates should submit the application in the format appended with this advertisement, along with requisite enclosures.
5. Candidates are required to fill in all the columns furnishing the required details clearly in the application format.
6. Cut-off date for age & post qualification experience is 31.08.2023.
7. Only Indian Nationals need to apply.
8. The candidates should ensure that he/she fulfills the eligibility criteria and other norms mentioned in the advertisement and that the particulars furnished are correct in all respect. In case, it is detected at any stage of the recruitment process that a candidate doesn't fulfill the eligibility criteria's and/or that he/she has furnished any incorrect/ false information or has suppressed any material/ fact(s), his/her candidature shall stand automatically cancelled. If any of the above shortcoming(s) is/are detected even after appointment, his/her services are liable to be terminated without notice.
9. Appearance of the candidates in the walk-in-interview is provisional and it does not entitle them for any claim for the post. They will be treated as debarred ab-initio at any stage of the recruitment process in case they do not fulfill essential eligibility criteria.
10. Age/experience relaxable in case of deserving candidates as per the absolute discretion of management. Decision of Management in this regard will be final.
11. Canvassing in any form or bringing outside influence will be a disqualification.
12. Management reserves the right to restrict the number of candidates for written test & interview. Decision of the management regarding this will be final.
13. Depending on the requirement, the Company reserves the right to cancel/ restrict/ enlarge/curtail the vacancies and the recruitment process without any further notice and without assigning any reason thereof.
14. No TA shall be payable for attending the Walk-In Interview.
15. Posting will be anywhere in India as per the requirement of the Company. However, candidates posted at Corporate Office, Bengaluru will be paid Rs.5000/- additionally & Rs.2000/-additionally if posted at any other place towards Conveyance Allowance.
16. For contract post, the appointee has no right to claim any additional benefits /compensation/ absorption/ regularization of services in the company during or after the period of engagement under any provision. At the end of contract period his/her services shall stand terminated.

[A] Mode of Selection:

The candidates having the requisite qualification and relevant experience as detailed above may walk in for Computer Test & Interview on **20.09.2023 at KIOCL Limited, Corporate Office, 2nd Block, Koramangala, Bengaluru-560034**. The interested candidates should contact **Chief General Manager (HR)** and get themselves registered between 9.30 AM to 10.30 AM. Candidate should submit duly filled in application format along-with certificates /documents (self-attested photocopies) in proof of age, qualification, experience, reservation, Last Pay Slip etc. in the prescribed format.

[B] Selection Procedure:

i. Computer Literacy Test :

- MS Office: Using MS Word, MS Excel, creation of Power Point Presentation etc.
- Candidates needs to secure minimum 60 marks out of 100 in computer test to qualify to appear for Interview.

ii. Personal Interview.

Those who qualify in the Computer test will only be allowed to appear for interview.

The following documents shall be produced in original with a set of self-attested photo - copies for verification during walk-in-interview.

- Print out of filled application form
- Proof of age
- Proof of identity (Voter's id card / Aadhar card / PAN / Passport)
- Educational Qualifications (All year/semester Mark sheets & Pass Certificates)
- Service Certificate of past employment & proof of date of joining & its continuity in the present Organization if applicable
- Latest Salary Slip/Pay Certificate
- Scheduled Caste/ Scheduled Tribe/EWS/ Other Backward Class (OBC) (Non-creamy layer) certificate from the Competent Authority.
- OBC certificate produced by candidates should clearly indicate that they do not belong to Creamy Layer.
- Other supporting documents, if any relevant to post applied for.

[Checklist for submission of relevant documents along with application by post is appended below].

It may be noted that only those candidates who fulfills the essential eligibility criteria will be considered for Computer Test & Interview.

Job Application is appended below;

KIOCL LIMITED
II Block, Koramangala, BENGALURU-560034

APPLICATION FORMAT

Advt.No.HR/02/673

Affix Passport size
photograph here

1	Title of the post	Accountant -Trainee	
2	Name (IN BLOCK LETTER) (Mr, Mrs, Ms) (As appears in the SSLC /SSC record)		
3	Gender		
4	Father's Name		
5	Mother's Name		
6	Permanent Address	Contact / Mailing Address	
		Phone No (with STD Code): Mobile No. Email ID:	
7	Nearest Railway Station		
8	Date of Birth (DD/MM/YYYY) (Please enclose SSLC Marks card or Proof)		
9	Age as on 31.08.2023	_____Years _____Months_____Days	
10	Nationality		
11	State of Domicile		
12	Religion		
13	Circle the category (Enclose copy of Certificate in case of SC/ST/OBC/EWS)	SC / ST / OBC / GEN/EWS	Name of the Community
		TYPE OF DISABILITY IN CASE OF PWD CANDIDATE	
14	Name of the Organization and Designation of applicant presently employed with (if working)		

15. [A] EDUCATIONAL QUALIFICATION:

Sl. No.	Qualification	Class	Percentage	University/ Institution	Year of Passing

[B] ADDITIONAL QUALIFICATION:

Sl. No.	Qualification	Class	Percentage	University/ Institution	Year of Passing

16. Post Qualification Experience (After completion of prescribed qualification mentioned in the advertisement. Chronological order from the first job to the current job).

Sl. No	Designation	Organi-zation	Central Govt. /State Govt. / PSU/ Private	Date		Pay Scale	Experien ce in brief	Gross Pay	Reason for Leaving
				From (DD/MM / YY)	To (DD/MM/ YY)				

[Please attach additional sheets if required].

17. Languages Known:

Sl. No.	Languages	Read	Write	Speak

I affirm that the information given in this application is true and correct. I further undertake that if at any stage it is discovered that any attempt has been made by me to conceal or misrepresent facts, my candidature may be summarily rejected at any stage in the selection process or my employment be terminated.

Date:

Place:

Signature of the Candidate

CHECKLIST FOR BRINGING RELEVANT DOCUMENTS ALONG WITH APPLICATION**(Please tick ✓ in the box if you are possessing the relevant documents)**

SL NO	PARTICULAR	✓
1	SSLC/SSC/ Matriculation/10th Std Certificate where DOB is mentioned	<input type="checkbox"/>
2	PUC/HSC/Class12th Pass Certificate/Marksheet	<input type="checkbox"/>
3	B.Com all semester/year mark sheets	<input type="checkbox"/>
4	B.Com Pass Certificate	<input type="checkbox"/>
5	CA/ICWA Intermediate- All Group/Year mark Sheets-	<input type="checkbox"/>
6	CA/ICWA Intermediate- Pass Certificate	<input type="checkbox"/>
7	Mark Sheets of any other Additional Qualification as declared in the application	<input type="checkbox"/>
8	Pass Certificate/Convocation Certificate of any other Additional Qualification as declared in the application	<input type="checkbox"/>
9	Experience letters if any	<input type="checkbox"/>
10	Caste Certificate if applicable [SC/ST/OBC[NCL]/EWS]	<input type="checkbox"/>
11	Identity Proof (Aadhar/PAN Card/Driving License etc.)	<input type="checkbox"/>

Note: If additional qualification/ Caste Certificate is not applicable, please mention NA in the box.