



SENIOR MANAGER (Finance & Accounts) – 1 No.

Sl. No.	Particulars	SENIOR MANAGER (Finance & Accounts)
1	No. of Vacancies	1 No.
2	Qualification	Member of the Institute of Chartered Accountants of India or the Institute of Cost Accountants of India
3	Age Limit	The age limit for appointment shall be between 35 - 50 years as on 01.01.2017.
4	Age Relaxation	Age relaxation for SC / ST / OBC / Physically challenged / Ex-Servicemen as per the applicable Government rules.
5	Experience	Post professional qualification experience in managerial cadre (Finance and Accounts) in a manufacturing Company for not less than 10 years.
6	Scale of Pay	Rs.36140-900-40640-1000-48640-1100-57440-1200-59840 plus allowances as applicable (Subject to approval of Government of Kerala & Due for revision)

IMPORTANT NOTES :

The selected candidate to the post of Senior Manager (Finance & Accounts) is required to execute a service agreement bond at the time of joining to serve the Company atleast for a period of 3 years after successful completion of 1 year probation period. As decided by the Board of Directors, the Service Agreement Bond shall be for 1 year salary i.e., Rs.4.87 lakhs (*Considering the Basic Pay alone*).

The candidate so selected has to execute a service agreement in Company's prescribed format to remit their respective bond amount for violation of the agreement. On leaving the Company within the bond period, the Candidate's release from the Company shall be only after the payment of bond amount on pro-rata basis after considering the period of service already rendered in the Company.

1. Interested candidates have to pay non-refundable Application fee of Rs.1,000/- by Demand Draft drawn in favour of **TELK, Angamaly** on any Nationalized bank payable at Angamaly. SC/ST/PWD candidates need not pay the application fee.
2. Candidates should keep the application fee remittance details / DD Number, scanned copy of certificates ready before starting to fill the online application.

3. On applying through on-line, the candidates will be provided with a unique registration number generated by the system.
4. After applying through online, candidate is required to take a print out of the application form with unique registration number and affix a recent passport size photograph and forward the application form duly signed (either through Registered Post / Speed Post with acknowledgement due) along with the Demand Draft (in original) to **"The Senior Consultant, KITCO Ltd., No. 42, Belhaven Gardens, Kowdiar P.O., Thiruvananthapuram – 695 003"** so as to reach latest by 29.05.2017. The envelope containing the application may be superscribed on top as "Application for the post of Senior Manager (Finance & Accounts) in TELK"
5. The application is deemed to be complete and considered only on receipt of the hard copy of the on line application form duly signed by the candidate along with the Demand Draft and self attested copies of relevant certificates.
6. Last date for receipt of hard copy of the application along with demand draft is 29.05.2017. Applications received after the stipulated date will not be considered.
7. Either KITCO or TELK will not be responsible for any postal delay/loss in transit in submission of application within the specified time.

General Conditions & Instructions to Applicants :

- Only Indian Nationals need apply.
- Applications will be accepted through online only. Hard copy of the online application print out duly signed and accompanied with applicable fees as DD and copies of relevant certificates should be sent by post (either through Registered Post / Speed Post with acknowledgement due).
- The website for submitting online application will remain functional for the purpose from 05.05.2017 to 24.05.2017.
- Age relaxation for SC/ST/OBC/Physically challenged/Ex-Servicemen candidates is applicable as per usual Government rules.
- The candidates are advised to ensure while applying that they fulfill the eligibility criteria and other requirements and that the particulars furnished by them are correct in all respects. In case it is detected at any stage of recruitment process that the candidate does not fulfill the eligibility criteria and/ or does not comply with other requirements and/or he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature is liable to be rejected.
- The Minimum qualification stipulated for all the posts must be from an Indian University/Institute recognized by AICTE/appropriate Statutory Authority in India.
- TELK reserves the right to not to fill the vacancies, if there are no suitable candidates without issuing any further notice or assigning any reason thereof.
- TELK also reserves the right to restrict/alter/cancel/modify the recruitment process, if the need so arises, without notice or assigning any reason thereof.
- Screening of applications will be done with reference to the qualification, age, experience etc.
- Mode of selection will be based on Academic Background, Relevant Higher Qualification, Professional Experience, Group Discussion and Interview depending on the number of eligible applications.
- No TA and DA will be paid to any candidates for appearing for the Group Discussion / Aptitude and Interview. For SC / ST candidates, if the place of residence as per

communication address given in their application is beyond 8 kms from the place of the Group Discussion and Interview, to and fro travel expenses will be reimbursed by second class train or bus (Ordinary/FP/SF only) by shortest route from the place of residence to the place of Group Discussion and Interview on production of documentary evidence such as copy of Caste certificate, bus ticket / Train ticket etc.

- All appointments shall be subject to the decision of the Honorable Court on pending WP(C)s, if any.
- Short listed candidates will have to submit the original of their credentials at a prescribed stage in the selection process.
- All communications, including admit card for the Group Discussion and Interview call letter will be only through Online / E-mail. Therefore, Candidates should have a valid e-mail id. Candidates are advised to visit the website www.telk.com or www.kitcoplacementpark.in regularly for updates / notices and announcements.
- Canvassing in any form or influencing the officials related to the selection / recruitment process would result in immediate disqualification of the candidate and no further correspondence shall be entertained after disqualification.
- The application must be submitted online on or before 5.00 pm (IST) on 24.05.2017
- Hard copy of applications received along with DD before 5.00 pm (IST) on 29.05.2017 only will be considered for screening.

Important Dates:

Commencement of online application	: 05.05.2017	9.00 am (IST)
Last date for submission of Online Application	: 24.05.2017	5.00 pm (IST)
Receipt of hard copy of application along with DD	: 29.05.2017	5.00 pm (IST)

Sd/-
Head of HR