



## KERALA PUBLIC ENTERPRISES (SELECTION & RECRUITMENT) BOARD

Vellayambalam, VikasBhavan P.O, Thiruvananthapuram

E-mail : kpesrb@gmail.com Tel : 0471-2995042

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### NOTIFICATION

CATEGORY NO: 013/2024

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Opening Date: 19-02-2024

Closing Date: 22-03-2024

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Name of the PSU : Kerala Electrical and Allied Engineering Company Limited

Name of the post : Executive (Finance)

No. of Vacancy : 1

Pay Scale : 20,740 - 36,140

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#### I. COMPANY PROFILE:

A Multi-Product Engineering Company with 50 plus years of Experience in Engineering Industry. The Company is a Public Sector Undertaking fully owned by Government of Kerala.

#### II. JOB DESCRIPTION AND RESPONSIBILITIES:

Supervising day to day financial tasks viz., data entry, preparing financial documents, reconciling accounts and supporting senior officers with financial analysis. Budget planning, expense tracking and ensuring compliance with financial regulations, preparation of financial statements and reports. Maintain accurate and up to date financial records. Handle accounts, payable and receivables. Stay abreast about industry trends and changes in financial regulations. Managing statutory deductions and filing IT Returns under Income Tax and GST acts and other activities assigned from time to time.

### **III. ELIGIBILITY:**

#### **1. QUALIFICATION:**

1. A Degree from a recognised University AND 2. Chartered Accountant (CA) / Cost and Management Accountant (CMA) / ICWAI (Regular) OR CA /CMA/ ICWAI Intermediate with one year post qualification experience

#### **2. AGE LIMIT:**

Not to exceed 32 years as on the date of notification

#### **3. EXPERIENCE:**

For CA/CMA/ICWAI inter with one year post qualification experience in Accounting/Finalization of Accounts/Audit/Taxation/Fund Management/Budgeting/Costing etc as an Officer in an organization of repute preferably Public Sector Undertakings.

#### **4. SKILLS:**

Proficiency in basic accounting principles, attention to detail, familiarity with financial software/tools, ability to analyse data, communication skills, willingness to learn and adapt to new processes and systems.

#### **5. DESIRABLES:**

Knowledge in Tally

### **NOTE TO APPLICANTS:**

1. The applicants are required to go through the notification carefully and satisfy themselves about their eligibility for this recruitment before applying
2. Admittance to the interview will be provisional only. The Interview Board will have the right not to evaluate the performance of the candidate if material discrepancy is found regarding the applications/credentials at the interview stage. The candidature of such candidate will be rejected.
3. Candidates shall submit their applications via online mode only. Applications submitted via any other medium will be summarily rejected.
4. Candidates must upload their essential qualification and essential experience certificates while applying. Those who fail to upload the certificates shall be summarily rejected.
5. Candidate should provide a valid email ID and mobile number as all correspondence pertaining to recruitment will be communicated by the email address and mobile number provided at the time of filling online application.
6. Relaxation in upper age limit is applicable to the eligible candidates as per rules.

Secretary

Kerala Public Enterprises  
(Selection & Recruitment) Board