

Advt.No.HR/02/643  
Date:13.01.2021

**KIOCL LIMITED**

(A Government of India Enterprise)

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**(ISO9001:2015, ISO14001:2015 and ISO45001:2018 COMPANY)**

REQUIREMENT OF MBA(FINANCE)/ M.COM POST-GRADUATES ON CONTRACT BASIS

**JOB SPECIFICATION**

<b>OFFICER-TRAINEE –ON CONTRACT BASIS</b>		
<b>Remuneration</b>	:	<b>Rs.20,000 to Rs.25,000/-per month as consolidated pay</b>
<b>Qualification</b>	:	Graduate with MBA (Finance)/M.Com with minimum 75% marks from a recognized University / Institution. Qualification should be full time. Candidates obtained M.Com / MBA through Distance/part time education programme or through Correspondence are not eligible & need not apply.
<b>Experience</b>	:	<b>ESSENTIAL:</b> Should have minimum 02 years experience in following areas; <ul style="list-style-type: none"><li>• Updating and Reviewing Books of Accounts on Daily basis,</li><li>• Strong understanding of Accounting Principles, Finance, Taxation and Compliance.</li><li>• Experience in time-bound monthly and annual book closure.</li><li>• TDS and other regulatory compliance handling including Income Tax returns,</li><li>• Audit support to statutory and tax auditors and Liaison with internal statutory auditor.</li><li>• Knowledge in <b>GST</b> accounting</li><li>• MIS reports generation, handle payroll, ensuring proper documentation of records including books of accounts, Vendor Payment etc.</li></ul> <b>DESIRABLE:</b> Minimum 2 years relevant experience preferably in Manufacturing Industry. Adept at working in advanced excel and PowerPoint, MS Word etc. Should have excellent Communication skill in English, Kannada & Hindi, effective coordination skill, self-driven and team player.
<b>Age</b>	:	Maximum 28 years as on 31.12.2020

• **TERMS & CONDITIONS:**

1. Engagement on contract basis initially for a period of **THREE YEARS**. Contract can be extendable for another two years depending upon the requirement of the company and satisfactory performance of the candidate.
2. Interested candidates need to apply online in Current Opening section of KIOCL website ([www.kioclltd.in](http://www.kioclltd.in)) from **20.01.2021 to 13.02.2021**. Candidate should click on Online application link, read the instructions carefully and fill-in the online application form giving accurate information.
3. After applying online, the candidate is required to take the print out of filled online application form with system generated application number. Please note down your application number for the post applied, for future reference without fail.
4. The downloaded application with self-attested photocopies of all the documents in support of qualification, age, experience etc. given by the candidate in their online application should reach Joint General Manager (HR&A), HR Department, KIOCL Limited, Koramangala 2nd Block, Sarjapura Road, Bengaluru-**560 034** on or before **21.02.2021** by post. Candidate should write Advertisement Number and system generated on-line application number on envelope used for sending the hard copy of application. No manual/paper application will be entertained directly unless applied online.
5. It may be noted that candidate's application in soft copy will not be entertained and will be rejected summarily if the hard copy of the application form along with other requisite self-attested photocopies of the relevant documents is not received on or before **21.02.2021**.
6. The cut-off date for upper age is **31.12.2020**.
7. Age, experience is relaxable in case of highly deserving candidates as per the discretion of KIOCL management.
8. KIOCL is not responsible for any candidate for not being able to submit their online application within the last date on account of system error or for any other reasons.
9. KIOCL is not responsible for any loss of email/communication letter sent, due to invalid/wrong email id/wrong postal address/postal delays/loss in transit etc. No request in this regard will be entertained.

- 10.All future correspondence would be through E-mail ID, furnished by the applicant in the online application-form or by post as may be decided by KIOCL.
- 11.KIOCL reserves the right to cancel / restrict / enlarge/ modify the recruitment process, if need so arises, without assigning any reason.
- 12.Canvassing in any form will be a disqualification.
- 13.Mere meeting the conditions of the advertisement by the candidate(s) will not automatically entail them to be called for Interview/Selection and appointment.
- 14.Appearance of the short-listed candidates in the 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.

## **HOW TO APPLY**

### **STEPS FOR APPLYING**

**STEP 1:** Eligible candidates need to apply through KIOCL website. To apply visit the Current Opening link in KIOCL website i.e., [www.kioclltd.in](http://www.kioclltd.in)

**STEP 2:** Read CAREFULLY all the instructions given on the website before applying for the post Online.

**STEP 3:** Fill in the online application form with all the relevant correct details.

**STEP 4:** The candidate before filling online application, should keep the scanned copies of the following documents ready for uploading during online filling of application wherever necessary:

- a) Latest Passport size colour photograph in .jpg/.jpeg format of not more than 200 KB size
- b) Signature in .jpg/.jpeg format of 30 to 50 KB size

**STEP 5:** After applying online, the candidates are required to send the print out of the filled online application form along with self-attested photocopies of all the documents in support of the information given by the candidate in their online application so as to reach KIOCL by **21.02.2021**. The copy of successfully filled application form will be sent to applicants registered email id. They need to retain a copy of the printout of the application form which will be required to be produced at the time of Personal Interview, if short listed for. Please note down your system generated application number for the post applied, for future reference without fail.

*[After submitting application online, candidate will receive system generated application number through SMS and E-mail.*

*If candidate click Save as Draft button in online application, temporary application number will be generated and candidate will receive temporary application number through SMS and E-mail. Candidate needs to enter temporary application number in the online declaration page to retrieve the data which is already entered & complete the application. Once candidate enters all the information in the online application, candidate has to click the submit button to upload the application successfully. After successful uploading of application, New Application number will be generated. Same will be received through SMS and E-mail.*

*Candidate needs to check E-mail to view/print the application in future. If mail is not received in Inbox please check Spam]*

### **GENERAL INSTRUCTIONS**

- Online submission of application will be permitted on the website **from 20.01.2021 to 13.02.2021.**
- The e-mail address specified in the application should be valid/ functional for at least **24** months from the date of the submission of application. Intimation for interview will be sent by email. Kindly ensure that your email is valid and operational.
- Corrigendum (including extension of the last date of online submission of application-if any) shall be published in KIOCL's website [www.kioclltd.in](http://www.kioclltd.in) only.
- The prescribed qualification are the minimum and mere possession of the same does not entitle a candidate for participating in the selection process. KIOCL may restrict the no. of candidates to be called for interview. Only short-listed candidates will be informed for further interview.
- Candidates should take print out and retain a copy of online application form(s) for future reference.
- Those short listed for interview shall be intimated through e-mail. In the absence of any of the documents mentioned below, the candidate will not be allowed to appear for interview and in that case, no travel expenses shall be reimbursed. They are required to bring the **following original certificates** along with attested photocopies as documentary proof at the time of interview:
  - Print out of On-line filled application form
  - Recent passport size Photo
  - Proof of age

- Educational Qualifications (All year/semester Mark sheets & Certificates)
- Service Certificate of past employment & proof of date of joining & its continuity in the present Organization if any
- Last Salary/Pay Certificate if any
- If at any stage, it is found that the candidate does not meet the prescribed eligibility criteria, candidate will be disqualified. KIOCL reserves the right to reject any application without assigning any reason.
- KIOCL is not responsible for any loss of email/communication letter sent, due to invalid/wrong email id/wrong postal address/postal delays/loss in transit etc. No request in this regard will be entertained.

15. Only Indian National need to apply.

16. 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.

17. Qualifications should be full-time and from a recognized/reputed Indian University/Institute.

18. The consolidated remuneration will be Rs.20,000 to 25,000/- per month commensurate to experience & expertise of the candidate.

19. Selected candidates are not entitled to any other benefits applicable to regular employees of the Company such as DA, HRA, PF, ESI, Bonus, Gratuity, Incentive etc.

20. Appearance of the candidates in the 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.

21. Canvassing in any form or bringing outside influence will be a disqualification.

22. Management reserves the right to restrict the number of candidates. Decision of Management regarding selection will be final.

23. 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.

24. For contract basis 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.
25. During the period of contract, the service may be terminated by either side by giving one month's notice or one month's pay in lieu of notice.

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