

No. 2023/9144/HQ

Dated: 11/03/2024

RE - NOTIFICATION

Online applications in the prescribed format are invited from qualified candidates for the appointment to the post of **FINANCE & ACCOUNTS OFFICER** in KILA in the scale of pay: **Rs.45800-89000** (Pre-revised scale), on permanent basis.

Name of the Post	FINANCE & ACCOUNTS OFFICER
No of Post	1(UR)
Scale of Pay	45800-89000 (Pre-revised)
Qualification & Experience	1) Pass in CA/CMA 2) Knowledge in Computerised Accounting/Finance. 3) Knowledge in computerized system of accounting and finance 4) Ten years' experience post qualifying CA/CMA.
Age #	45 as on 01/01/2024
Mode of Recruitment	Direct Recruitment
Application fee	Rs.1000/- to be paid online (for SC/ST: 500/-) (Non-refundable)
Mode of Remittance	By online only
How to Apply	Interested candidates may apply online through the website of KILA (www.kila.ac.in)

Age relaxation as per existing rules shall be applicable for SC/ST/OBC/PH

Terms and Conditions

- Interested candidates may apply online through the website of KILA (<https://www.kila.ac.in/careers/>) on or before **15/04/2024 11.45 PM**.
- Applicants who are employed on regular basis in Government/Quasi Government/State Autonomous Organization should produce NOC from present employer as and when called for during the selection process.
- Application fee is non-refundable under any circumstances
- Qualification and experience will be calculated on the closing date of online applications.
- Canvassing in any form will be treated as disqualification.
- No correspondence will be entertained from the candidates regarding short-listing, reasons for not being called for interview, selection or appointment.
- Candidates selected are likely to be posted/transferred to any centres under KILA as per the requirement of the Institute.
- Experience and qualification will be reckoned as on the last date of submission of application. Self attested copies of all-important certificates and documents must be uploaded with the online application. Only post qualification relevant work experience of the candidate shall be considered.

- The statutory provision for relaxing of age prescribed in case of the candidates belonging to SC/ST/OBC categories will be made applicable to them.
- Institute reserves the right not to fill up any of the vacancies advertised, if the circumstances so warrant. The Institute reserves the rights to withdraw the advertised post(s) at any time without giving any reason.
- New Pension Scheme in accordance with the G.O(P) No.20/2013/Fin dated 07.03.2013, will be applicable with subsequent amendments made or will be made from time to time.
- The Institute shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.
- In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidates.
- In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
- Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualification laid down in the advertisement.
- Application incomplete in any respect and not accompanied by relevant certificates/ documents/ photograph will be summarily rejected.



Director General

To,

1. System Administrator (To publish in the KILA website)
2. Notice Board

അപേക്ഷകർക്കുള്ള പൊതുവായ മാർഗ നിർദ്ദേശങ്ങൾ

1. 11-03-20223 ലെ FINANCE & ACCOUNTS OFFICER തസ്തികയിലേക്കുള്ള Renotification പൂർണ്ണമായും പരിശോധിച്ച ശേഷം മാത്രം ഓൺലൈൻ അപേക്ഷ പൂർത്തീകരിക്കുക
2. പൊതു വിഭാഗത്തിലെ ഉദ്യോഗാർത്ഥികൾ ചുവടെയുള്ള UPI QR CODE ഉപയോഗിച്ച് 1000 രൂപ (Non Refundable) കിലയിലേക്ക് അടച്ച ശേഷം ലഭിക്കുന്ന Screenshot ഓൺലൈൻ അപേക്ഷയോടൊപ്പം സമർപ്പിക്കേണ്ടതാണ്.

Merchant DIRECTORKERALA
Name : INSTITUTE OF LOCAL
ADMINISTRATION

UPI ID : kilaathani@sbi



3. SC/ST വിഭാഗത്തിലെ ഉദ്യോഗാർത്ഥികൾ ചുവടെയുള്ള UPI QR CODE ഉപയോഗിച്ച് 500 രൂപ (Non Refundable) കിലയിലേക്ക് അടച്ച ശേഷം ലഭിക്കുന്ന Screenshot ഓൺലൈൻ അപേക്ഷയോടൊപ്പം സമർപ്പിക്കേണ്ടതാണ്.

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4. ഓൺലൈനിലൂടെ മാത്രമായിരിക്കും അപേക്ഷയും ഫീസും സ്വീകരിക്കുന്നത്. അപേക്ഷയിലെ അപാകതകളോ ഫീ പെയ്മെന്റിലെ അപാകതകളോ അപേക്ഷ നിരസിക്കുന്നതിന് കാരണമാകും എന്നത് ശ്രദ്ധിക്കേണ്ടതാണ്
5. UPI Transaction ഉപയോഗിച്ച് അപ്ലിക്കേഷൻ ഫീസ് ഒടുക്കിയ ശേഷം ഓൺലൈനായി അപേക്ഷ സമർപ്പിക്കുന്നതിന് <https://www.kila.ac.in/fao/> ലിങ്കിൽ ക്ളിക്ക് ചെയ്യുക