



**KERALA RAIL DEVELOPMENT CORPORATION LTD**  
(A Joint Venture Undertaking of Govt. of Kerala & Ministry of Railways, Govt. of India)

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Thiruvananthapuram,  
Kerala, Pin: 695 014

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CIN: U63030KL2017SGC047699  
GSTIN: 32AAGCK4047G1ZS  
TAN: TVDK02546F  
PAN: AAGCK4047G

**VACANCY NOTICE NO: 07/2020**  
**ISSUED ON 20.03.2020**

SECRETARY/RAILWAY BOARD  
GENERAL MANAGERS  
ALL RAILWAYS/PRODUCTION UNITS

DIRECTOR GENERALS/DIRECTORS  
ALL RAILWAY TRAINING INSTITUTES

CMD/MD/CHAIRMAN  
ALL RAILWAY PSUs

**No.KRDCL/16/2020-DEO2**

**Date: 20.03.2020**

ORGANIZATION	KERALA RAIL DEVELOPMENT CORPORATION LIMITED.
TITLE OF THE POST	SENIOR SECTION OFFICER(ACCOUNTS)
NUMBER OF VACANCIES	ONE POST
PLACE OF POSTING	TRIVANDRUM, KERALA
DURATION	THREE YEARS
SERVICE/DEPARTMENT	ACCOUNTS
TERM OF APPOINTMENT	DEPUTATION
AGE	NOT MORE THAN 56 YEARS AS ON 31.01.2020
SCALE OF PAY	PARENT PAY PLUS DEPUTATION ALLOWANCE OR AS PER EXTANT DOPT DIRECTIVES.
ELIGIBILITY/EXPERIENCE	WHO ARE QUALIFIED IN SUBORDINATE AUDIT/ACCOUNTS SERVICE (SAS) OR EQUIVALENT IN PB.2 (Rs.4800/5400) having five years experience in the grade working in central/State Govt./Railways. Those who have experience in Construction/ Project will be preferred.
ROLE, DUTIES & RESPONSIBILITIES.	AS PER ANNEXURE ENCLOSED.
NOTE	CUTOFF DATE FOR ELIGIBILITY WOULD BE RECKONED AS ON CLOSING DATE OF VACANCY NOTICE.
LAST DATE OF SUBMISSION OF APPLICATION	21 DAYS FROM THE DATE OF ISSUE.
WEB ADDRESS	<a href="http://www.krdcl.co.in">www.krdcl.co.in</a>

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CANDIDATES MAY APPLY THROUGH PROPER CHANNEL FOR SELECTION ON DEPUTATION BASIS TO THE ABOVE MENTIONED VACANCY IN THE PRESCRIBED PROFORMA AVAILABLE AT THE WEB ADDRESS INDICATED ABOVE. ZONAL RAILWAYS ETC. MAY FORWARD THE APPLICATIONS OF ELIGIBLE CANDIDATES ALONG WITH VIGILANCE/DAR CLEARANCE AND APARs TO THE MANAGING DIRECTOR/ KRDCL/TRIVANDRUM. A SCANNED COPY OF THE DULY FILLED AND SIGNED PROFORMA IN PDF FORMAT MAY ALSO BE SENT BY CANDIDATE THROUGH E-MAIL TO [krdclgok@gmail.com](mailto:krdclgok@gmail.com)

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*Sheba*  
25/03/20.  
DEPUTY GENERAL MANAGER/HR  
KRDCL/TRIVANDRUM

## ROLE, DUTIES & RESPONSIBILITIES

1. Will be in supervisory job dealing with finance and other matters.
2. Finance:
  - (a): Scrutiny of proposals of various types of records received for concurrence.
  - (b): Vetting of Estimates.
  - (c): Scrutiny of Tender documents, offers received and its vetting.
  - (d): Vetting of LOA, Purchase Orders, Agreements etc.
  - (e): Finance concurrence, vetting of HR related matters.
  - (f): Any other finance scrutiny.
3. Passing of all types of bills-Contractor, Supplier, services, Salary and miscellaneous.
4. Preparation of payments through Cheque, NEFT, Cash, RTGS etc.
5. Maintenance of Accounts, preparation of financial statements such as Balance sheet, Cash statements etc.
5. Tax related matters, various types of mandatory returns.
6. Maintenance of money value documents such as PG, Term Deposit etc.
7. Budgetting.
9. Other incidental Finance matters.

## FORWARDING/CERTIFICATION BY EMPLOYEE

Certified that the information/details provided in the above application by the applicant are true and correct as per the facts available on record. He possesses educational qualification and experience mentioned in vacancy circular. If selected, his relieving shall be subject to exigencies of work.

2. It is also certified :
- i) That there is no Vigilance/disciplinary case or criminal case pending or contemplated against Shri.....
  - ii) That his integrity is certified.
  - iii) That his APAR dossier for the last five years, duly attested by a competent officer are enclosed.
  - iv) It is certified that no major/minor penalty has been imposed on him during last ten years.
  - v) That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement.

**PRESCRIBED PROFORMA**  
**FOR SUBMISSION OF APPLICATION ON DEPUTATION BASIS**

<b>Important</b> <i>(please don't leave blanks)</i>	Vacancy Notice No <i>(appears on the top right side of notice)</i>	
	File No <i>(appears on the left side of vacancy notice)</i>	
	Post against which application has been submitted	
	Choice of Station <i>(whichever applicable)</i>	

**Personal Data**

1.	Name	:	
2.	Gender	:	
3.	Service	:	
4.	Department	:	
5.	Category	:	
6.	Date of Birth	:	
7.	DITS <i>(Date of entry into Time Scale)</i>	:	
8.	Date of entry in Gr. A/B <i>(where ever applicable)</i>	:	
9.	Present Pay Level/Basic Pay	:	
10.	Present Designation & Railway	:	
10.	Contact Details	:	
11.	(a) Email ID	:	
	(b) Telephone (O)	:	
	(c) Telephone (R)	:	
	(d) Mobile Number	:	

**12. Educational Qualifications:-**

S.No.	Qualification/Degree	Year/Division	Institution/University, Place/ Country

**13. Experience Details:**

S.No.	Designation & Railway with place of posting	Grade (JAG/SS)	From	To	Nature of works/ projects handled

**14. Details of previous deputation/foreign assessment (if any):**

S.No.	Organization	Designation	From	To

15.	Whether debarred from deputation? If yes, please furnish details	
16.	Whether cooling off period completed. If yes, date of return from previous deputation with details, wherever applicable	

**17. Awards if any:**

S.No.	Name of Award	Brief Details
18.	<b>Punishments if any in career</b>	

I certify that the details furnished by me above are true and I am eligible for the post as per the criteria laid down in the vacancy Notice.

(Name and Signature of the Applicant)

Place:

Date: