



**KERALA INFRASTRUCTURE
INVESTMENT FUND BOARD (KIIFB)**
(A Statutory Body under the Finance
Department, Government of Kerala)



**CENTRE FOR MANAGEMENT
DEVELOPMENT (CMD)**
(An autonomous institution sponsored
by the Government of Kerala)

No.CMD/KIIFB/01/2025

January 24, 2025

RECRUITMENT NOTIFICATION

The Centre for Management Development (CMD) invites applications on behalf of the Kerala Infrastructure Investment Fund Board (KIIFB) from eligible and qualified candidates for filling up the position of **Accounts Executive** at **Kerala Infrastructure Investment Fund Board (KIIFB)**. The appointment will be on a contract basis for a period of two years. The desirous eligible candidates may apply ONLINE by satisfying themselves with terms and conditions of this recruitment.

Important dates for online application submission

24th January 2025 (10:00am) to 07th February 2025 (5:00pm) (both dates inclusive)

The eligibility requirements for the position are given below:

SL. no.	Post	Academic Qualification & Experience	Consolidated Pay
1.	Accounts Executive Anticipated Vacancies Upper Age Limit: 30 years	Candidates who have completed their Level II (IPCC) of Chartered Accountancy examination with minimum 1 year experience in a reputed audit firm. OR M Com and Tally ERP. 3 year experience in Financial Accounting in a reputed firm/Corporate Companies.	Rs. 40,000/- per month

***Cut-off date for age criteria and post qualification experience as on 1.01.2025**

Instructions for Scanning of Photograph & Signature:

1. Scan the latest photograph of the candidate and upload the same in the space provided in the online application [scanned image shall be less than 200KB in *.JPG format only]
2. Candidates shall make his / her signature on a white paper, scan the same and upload it in the space provided in the online application [scanned image shall be less than 50KB in *.JPG format only]
3. The candidate has to scan his full signature, since the signature is proof of identity, it must be genuine and in full: initials are not sufficient. Signature in CAPITAL LETTERS is

not permitted. The signature must be signed only by the candidate and may not be by any other person.

General Instructions

- Applicant must be citizens of India
- The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this recruitment before applying online.
- **KIIFB/CMD shall not be responsible for any discrepancy in submitting the online application.**
- Applicants must compulsorily fill-up all relevant fields of the online application.
- Incomplete/incorrect application form will be summarily rejected. KIIFB/CMD under any circumstances will not entertain the information, if any, furnished by the candidate subsequently. Applicants should be careful in filling-up the application form at the time of submission. If any lapse is detected during the scrutiny, the candidature will be rejected even though he/she comes through the final stage of recruitment process or even at a later stage.
- The applicant should not furnish any false, tampered, fabricated information or suppress any material information while filling up the application form. If the particulars furnished in the online application form do not tally with the Original documents produced by the Candidate, his/her candidature will be rejected.
- **The qualification stipulated for the post must be from a recognized University/ Institute. Those applicants having qualification equivalent to any of the prescribed qualification should submit equivalency certificate issued by the competent authority and without such certificate, their applications shall not be considered.**
- **Candidates who are presently working at KIIFB should submit NOC certificate from the concerned authority at the time of certificate verification. If failing to submit the same will result in rejection.**
- In the event of any information provided by the candidates being found false or incorrect at any stage, their candidature/appointment is liable to be cancelled/terminated without any notice.
- **CMD reserves the right to call for any additional documentary evidence from candidates in support of educational qualifications/experience/ other notified eligibility requirements.**
- **Candidates must upload either the original certificate or the provisional certificate issued by a competent authority when submitting their educational qualification certificates. Uploading mark sheets, consolidated mark sheets, or statements instead of certificates will not be accepted, and such applications will be rejected.**
- Applicants should have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. CMD may send intimation to download call letters for written test/proficiency assessment/interview through the

registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying online and must maintain that email account and mobile number.

- The copy of the Appointment letters, Salary Certificates, pay slip etc. will not be accepted in lieu of work experience certificate. In the case of latest experience, applicants may upload an **AFFIDAVIT with details of employer, designation, period, nature of job, tasks and responsibilities. Affidavit is applicable only for latest experience. Experience certificates submitted without specific information like date of joining, relieving, duties and responsibilities, signature and seal of authorised person will not be considered.**
- **CMD reserves the right to determine the selection process based on requirements. The selection process may include application screening, criteria-based screening, a written test, group discussion, skill test/proficiency test, an interview, or any combination of these methods.**
- Please note that only shortlisted candidates will receive intimations via email, SMS, or phone call regarding the selection process.
- Enable email notifications to stay informed about updates and communications. Also, regularly check your spam or junk email folder for important messages
- Applications with blurred/ illegible Photograph/ Signature/ ambiguous experience certificates will be rejected.
- CMD/KIIFB reserves the right to modify, cancel the notification or revise the number of posts at any time without assigning any reason or to stop the recruitment process altogether.
- **Only Post qualification experience of the applicants will be considered.**
- **Rights for the rules for the cut off marks/shortlisting in all stages of recruitment are reserved by CMD/KIIFB**
- The CMD/KIIFB reserves the right to debar any candidate for any malpractice, including for a fraudulent claim of any kind of benefit / relaxation / concession, misconduct.
- In case of any problems faced by the candidates in filling up the online application form they may contact the HELP DESK on the phone number: 0471 2320101 ext: 237,250 between 10 am and 5 pm on working days (Monday – Friday).

**Sd/-
Authorised Signatory**

JOB DESCRIPTION

Post	Job Description
Accounts Executive	<ul style="list-style-type: none"> • Finalization of accounts. Preparation of Profit and Loss account and Balance Sheet of the organisation and get it audited from statutory auditors. • Preparation of MIS reports, monthly financial reports, and budget reports. • Preparation of various statements for Tax Audit and filling of audited Income Tax Return. • Monitoring all accounting records as per commercial accounting norms and accounting standards of ICAI and accounting policies adopted by the organisation. • Ensuring timely settlement of bills of services and materials suppliers, as per delegation of powers and its proper accounting, timely accounting receipt and debit/credit notes. • Scrutiny, passing of bills of suppliers and statutory compliances and payment within given time frame. • Scrutiny of accounting records with particular reference to settlement of old large outstanding recoveries. • Review of internal control systems including timely and proper working capital assessments. • Ensure compliance with commercial taxes and other laws. • Ensure timely payment of VAT, CST, TDS, GST. • Ensure filing of tax returns as per rules and in time. • Developing and implementing an effective cash flow control system, pricing policies and guidelines. • Initiate and guide the preparation of forecasts of company revenue, working capital, expenditure and return on investments • Monthly and quarterly review of all financial statements and report the same to top management of the company <p>OTHER SKILLS</p> <ul style="list-style-type: none"> • Expert understanding of finance and accounting • Independently handling accounts, finance, taxation, inventories of the company. • Independently heading the team to ensure compliances of all statutory and taxation obligations on timely basis

Post	Job Description
	<ul style="list-style-type: none">• Conduct Internal Audit on monthly quarterly basis.• Analytical approach to work & Problem solving skills and initiatives• Assigning duties to respective staff, supervising, encouraging and continuously reviewing of their work.• Ability to make quick but rational decisions