



KERALA STATE ELECTRICITY BOARD LIMITED

(Incorporated under the Companies Act, 1956)

Reg. Office: Vidyuthi Bhavanam, Pattom, Thiruvananthapuram - 695 004, Kerala

CIN :U40100KL2011SGC027424

website: www.kseb.in

Office of the Secretary (Administration)

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E-mail: secretary@kseb.in

No.Estt.IV/3493/2019.

Date : 20.07.2019.

NOTICE

The Director (Finance & Administration) vide letter dated 08.07.2019 has invited applications from eligible candidates for the post of Junior Accounts Officer and Junior Accountant in National Power Training Institute (NPTI). The details of qualification, experience and application format are enclosed. Interested candidates may submit the application in the prescribed proforma through proper channel along with attested copies of ACRs/APARs for the last 5 years and vigilance clearance. The last date for receipt of application is 20.09.2019.

Sup Dya
 DEPUTY SECRETARY (ADMINISTRATION)
 In - charge of
 SECRETARY (ADMINISTRATION)

Acc :- As above

NATIONAL POWER TRAINING INSTITUTE

1.	Name of the Post	Junior Accounts Officer
2.	Classification	Group 'B'
3.	Number of Post	02 (Two)
4.	Place of Posting	National Power Training Institute Alappuzha, Kerala or Shivpuri, MP
5.	Pay Matrix/Level	Rs.35400-112400 / Level-6 plus other allowances as applicable to the Central Government employees
6.	Eligibility	<p>i) Persons holding analogous post in the accounts departments of Central Government/Central Autonomous Bodies.</p> <p>ii) Senior Accountants/Accountants of the Accounts Department of Central Government/Central Autonomous Bodies with 5 (Five) years service in the grade.</p> <p>(The period of deputation/short-term contract including the period of deputation/contract in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of Central Govt. shall not be exceeding 3 (three) years).</p>
7.	Qualifications / Experience	<p>Essential</p> <p>Commerce Graduate from the recognized University with qualification of intermediate level of ICWA or Institution of Chartered Accountants with three years experience in commercial accounting OR Commerce Graduate from a recognized University with 5 years service as Senior Accountant in grade pay of Rs.4200/(Level-6)</p>

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1.	Name of the Post	Junior Accountant
2.	Classification	Group 'C'
3.	Number of Post	02 (Two)
4.	Place of Posting	National Power Training Institute Alappuzha, Kerala / Shivpuri, MP
5.	Pay Matrix/level	Rs.25500-81100 / Level-4 plus other allowances as applicable to the Central Government employees
6.	Eligibility	Persons holding analogous post in a Central Government Department /Autonomous Bodies. (The period of deputation/short-term contract including the period of deputation/contract in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of Central Govt. shall not be exceeding 3 (three) years).
7.	Qualifications / Experience	Essential Commerce Graduate from the recognized University with 5 (Five) years experience in compilation of accounts and preparation of bills in Central / State Government Departments / Autonomous Bodies / Public Sector Undertakings.

Annexure-II
(Page 1 of 3)

FORMAT

PART-A
(FOR APPLICANT)

Paste here recent
passport size colour
photograph

APPLICATION FOR THE POST OF **JUNIOR ACCOUNTS OFFICER (LEVEL-6) OR JUNIOR ACCOUNTANT (LEVEL-4)** NATIONAL POWER TRAINING INSTITUTE ON DEPUTATION BASIS

1.	Name & Address (in block letters)	
2.	Father's Name	
3.	a) Date of Birth	
	b) Age (years & months)	
4.	Religion	
5.	Whether belongs to SC/ST/OBC	
6.	a) Full Postal Address	
	b) Contact telephone number (landline with STD code)	
	c) Mobile Number	
	d) Fax	
	e) E-mail address	

7. Educational and other qualifications (from matriculation onwards)

Examination	Year of Passing	Name of School/ College	Name of University/ Board/Institution	Division/percentage of marks obtained

8.	Name of the Present Employer with full address and telephone number	
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9.	Present post held	
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10. Details of employment/experience in chronological order (a separate sheet, duly signed may be appended if the space below is insufficient)

Office/ Organisation	Post Held	From	To	Pay Band+GP/ Level in the Pay Matrix	Nature of duties performed

11.	Details of training underwent, if any	
12.	Present total emoluments and the date from which drawn with pay band + GP / level in the pay matrix, basic pay and allowances etc.	
13.	Additional information, if any	

Signature of the Candidate
Name _____

Date :

Place :

PART-B
(For Sponsoring Organisation)

Name of the Organisation/Office _____

It is certified that :

The particulars viz. date of birth, qualifications/experience etc. given by the following officer(s) recommended for the post of **Junior Accounts officer OR Junior Accountant** in National Power Training Institute have been verified and found to be correct :

Sl. No.	Name and Designation
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1. The integrity of the above mentioned Officer(s) is beyond doubt;
2. No vigilance or disciplinary proceedings are pending or contemplated against the officer(s) mention under (1) above;
3. Attested Copies of ACRs / APARs for the last five years of the officer(s) concerned are enclosed; and
4. National Power Training Institute will be informed at the earliest, if any, disciplinary proceedings are initiated or contemplated against the Officer(s) mentioned above.

Signature

Name and Designation of the
Competent Authority
(with seal)

Date :
Place :