



Kerala Livestock Development Board Limited
Head Office: Gokulam: Pattom: Thiruvananthapuram – 4
Advt. No. PMB/5254/2003/Vol. II

Applications are invited for the following post on regular basis.

Name of the Post	No. of Posts	Pay Scale (Rs.)	Upper age limit on 31/03/2020 (Years)
DEPUTY GENERAL MANAGER (F&A)	01	Rs: 81000-117600	45

QUALIFICATION

- a) A Degree from a recognized University
- b) A.C.A or A.I.C.W.A

EXPERIENCE

Minimum Seven years of post qualification experience in a senior post in the Finance & Accounts Department of a reputed commercial undertaking

DESIRABLE QUALIFICATION

Should be a member of the Institute of Company Secretaries of India under the Companies Act.

NUMBER OF POST

1 (One)

NATURE OF APPOINTMENT

Permanent

AGE

45 Years (Relaxation as per Government Rules) as on 31/03/2020

PAY & ALLOWANCES

SCALE OF PAY : Rs. 81000-117600. Besides basic pay, DA, HRA &CCA as applicable are offered. The superannuation benefits like EPF, Gratuity, Leave Encashment etc. are also offered .

BONDED OBLIGATION

The candidate appointed to the post of Deputy General Manager (F & A) will be required to execute an agreement to serve the Board for a minimum period of 2 years.

EXPERIENCE

When experience is prescribed as one of the qualifications, the experience should be one after acquiring basic/academic qualification. Unless otherwise specified, the experience should be from a Government or a Quasi Government Institution or a registered company.

LAST DATE

Last date for submitting application : 24/04/2020

RESERVATION / RELAXATION & CONCESSIONS:

Reservation/Concessions for candidates belonging to SC/ST/OBC categories would be made as per Government Directives.

- Upper age limit is relaxable by 5 years in respect of SC/ST candidates. Upper age limit is relaxable by 3 years in respect of OBC Candidates, provided a recently obtained certificate of not belonging to the "Creamy layer" in the format prescribed by the Govt. of Kerala, from a Competent Authority is produced by the candidates at the time of interview.

GENERAL CONDITIONS:

1. Only Indian Nationals need to apply. Mere submission of application will not entail right for claiming appointment.
2. Age and experience are to be counted as on 31/03/2020.
3. The candidates are advised to ensure while applying that they fulfill the eligibility criteria and other requirements mentioned and that the particulars furnished by them are correct in all respect. In case it is detected at any stage of recruitment process that the candidate does not fulfill the eligibility criteria and / or does not comply with other requirements of this advertisement and / or he/ she has furnished any incorrect or false information or has suppressed any material fact, his / her candidature is liable to be rejected. If any of the above short coming(s) is or are detected even after appointment, his / her services will be terminated without any notice.
4. Merely meeting the above qualifications and experience shall not entitle a candidate to be called for interview. Only short-listed candidates will be notified for Interview.
5. Depending on the requirements, the Company reserves the right to cancel/curtail/increase the number of vacancies without any further notice and without assigning any reason thereof.
6. All the above conditions of qualification, experience, age limit etc. are applicable to applicants from KLD BOARD also.
7. **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION. No interim correspondence will be entertained.**
8. KLDB reserves the right not to fill any or all the posts, if it decides so.

Forwarding of applications of candidates from Govt. and Public Undertaking:

- a) Persons employed in State Government/Central Government/Semi-Government/Autonomous Bodies/State and Central PSUs, etc. should forward their applications through proper channel or produce NOC at the time of interview.
- b) In the event of selection, all such candidates will be allowed to join KLD BOARD only on production of proper relieving order from their previous employer.

HOW TO APPLY

- a) Application form may be downloaded from KLD **Board** Website www.livestock.kerala.gov.in
- b) Applications must be in response to our advertisement quoting Advertisement Reference No. and Post on the application form.
- c) Applications should be submitted strictly as per the prescribed format available on the **KLD Board** Website.
- d) All instructions as given on the **KLD Board** website must be adhered to, failing which, the applicant will be disqualified for the post.
- e) Name of the post applied for, should be superscribed on the envelope containing the application.
- f) The application should contain one recent passport size photograph pasted on the form, copy of proof of age, caste certificate in the prescribed format as applicable, degree certificate and experience certificate.
- g) Applications must be forwarded to **KLD Board** through Post/Courier Service only. Applications forwarded through any other means including by Fax or e-mail will not be entertained.
- h) Applications other than the print out downloaded from our website will be rejected
- i) Candidates belonging to General category and OBC category are required to pay application fee of Rs. 1500/-in the form of Demand Draft (DD)(for SC/ST Rs: 500/- only). The DD is non refundable and should be drawn in favour of "**KERALA LIVESTOCK DEVELOPMENT BOARD**", payable at **THIRUVANANTHAPURAM**.
- j) Please mention your name, and address on the reverse of the DD.
- k) Candidates should retain a photocopy of their Demand Draft and copy of application form (being submitted to KLDB) for future reference.
- l) Applications must reach the **Managing Director, Kerala Livestock Development Board Limited, "Gokulam", Pattom, Thiruvananthapuram, Kerala -695004**, on or before **24/04/2020** **KLD Board** will not be responsible for any delay/loss in postal transit of any application or communication.

IMPORTANT INSTRUCTIONS:

- a) Applicants must ensure that their applications reach the **KLD Board** by the due date. Late applications will not be entertained.

- b) Before applying for the post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in the Advertisement. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or has furnished any incorrect/false information or has suppressed any material facts, his/her candidature will stand cancelled. If any shortcoming(s) is/are detected even after appointment, his/her services are liable to be terminated.

- c) Incomplete applications will be rejected.



Kerala Livestock Development Board Limited

APPLICATION FORMAT

(Please fill in BLOCK Letters only)

- a) **Reference: Advertisement No.**
- b) **Application for the post of _____**
- c) **Name in full:**

**Affix your recent
passport size
photograph**

--	--	--

Surname

First Name

Middle Name

- d) **Father's Name:**

--	--	--

Surname

First Name

Middle Name

- e) **Husband's Name:**

--	--	--

Surname

First Name

Middle Name

- f) **Nationality:-**

- State of Domicile:**

- g) **Gender:**

Male	Female

- Marital Status:**

Married	Unmarried	Widower	Divorcee

h) Date of Birth:

Age as on 31/03/2020

D	D	M	M	Y	Y	Y	Y

Years	Months	Days		

i) Whether age relaxation is sought?

Yes

No

Relaxation in Age (if sought): No. of Years _____ Under Category / Sub-category _____

j) Religion: (Please Tick)

HINDU	MUSLIM	CHRISTIAN	SPECIFY IF OTHERS

k) Caste/Category:

Caste	Category

l) Permanent Address:

STATE	PIN CODE						

m) Local Address/Address for communication

STATE	PIN CODE						

n) Nearest Railway Station : _____

o) **Contact Number: STD code** _____ **Tel. No.** _____ **Mobile No.** _____

Fax.No. _____ **E-mail ID** _____

p) **Educational Qualification:**

Sr. No.	Degree (With Discipline)	Name of Institute	Name of University	Year & Month of Passing	% of marks obtained	Class/ Division
1						
2						
3						

q) **Work Experience-Post Qualification :**

Name of Organization	Type of Org. Govt./ PSU/ PVT	Post(s) held	From	To	Years & Months	Scale of Pay and annual gross salary/ CTC	Job Responsibility

Note:- You may attach additional sheet to the hard copy for qualification/Experience if the Space above is insufficient.

- r) Please attach attested photocopy of each of the following Certificates / Mark sheets / Documents and mention details in columns.

SI.No.	Description	Reference No. of the Certificate
(1)	Proof of Date of Birth	
(2)	Certificate in respect of prescribed Qualification	
(3)	Mark sheet of prescribed Qualification	
(4)	Experience Certificate (as applicable)	
(5)	Gross Annual Salary/CTC	
(6)	Caste Certificate (if applicable) / Non-creamy layer certificate for OBC.	
(7)	NOC (if working in Govt./PSU)	
(8)	Discharge Certificate from Defence Services (for Ex-serviceman).	
(9)	Any other	

s) Extra Curricular activities: _____

t) Languages known: (i) Mother tongue _____

(ii) Other languages _____

(Read, write and speak)

I hereby declare that all statements as mentioned in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any particulars or information given above being found false or incorrect, or if at any stage it is found that I do not possess the prescribed qualification for the post, my candidature will be rejected ab-initio and I will not have any right/claim to the post.

Place:

Date:

(Signature of Applicant)