

No.TRU/PER/1/2017

Dated:07.01.2017

Notification for Contract Appointment

TRCMPU Ltd. invites application from qualified and experienced suitable candidates for appointment to the following posts on Contract basis :

Sl. No.	Name of the Post	Consolidated Pay	Qualification & Experience
1.	Personnel Officer	Rs.28000.00	<p>1. Degree from a recognized University</p> <p>2. Post Graduate Degree in Personnel Management or MSW or MBA in Personnel Administration</p> <p>OR</p> <p>Post Graduate Diploma in Personnel Management (2 years full time course) from a recognized Institute</p> <p>3. Three Years Experience</p>
2.	Accounts Officer	Rs.28000.00	<p>1. Degree from a recognized University</p> <p>2. Pass Intermediate Examination of ACA/AICWA with One year Experience</p> <p>OR</p> <p>M.Com. with two years experience in maintenance of Accounts in a reputed firm. Persons should have experience with Mechanized / Computerized Accounting System.</p>
N.B.: Experience mentioned above shall be post qualification experience in the relevant field.			

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Age Limit : 40 Years as on 01.01.2017. Relaxation of 05 years for SC/ST candidates and 03 Years to OBC and Ex-Servicemen Candidates respectively.

Period of Contract Appointment : The Contract Appointment will be for One Year. Candidates selected above shall be no right or preferential claim for permanency in the permanent post.

Selection : 1. Candidate should submit application in the prescribed format (Annexure-A) along with copies of all relevant Certificates, testimonials as prescribed for the post.

2. Candidates should appear for test / interview as and when called, at their own cost.

Last Date for receipt of Application:-

Applications in the prescribed format may be addressed to the Managing Director, TRCMPU Ltd., KsheeraBhavan, Pattom, Thiruvananthapuram, superscribing the envelope as “APPLICATION FOR THE POST OF”. Last date for receipt of application is 4 P.M. on 25.01.2017.

MANAGING DIRECTOR

ANNEXURE – A

1. Name (in Block Letters) :

2. Applied for the post of :

3. Date of Birth (in Christian era)

Age as on 01.01.2017 :

4. Whether belongs to SC/ST :

5. Educational Qualifications Possessed :

Sl. No.	Qualification	Year of Passing	Percentage of marks	Board/University/Institution

6. Details of Experience in Chronological Order. Enclose a separate Sheet. If the space is insufficient :-

Office / Institution	Post Held	From	To	Gross Pay	Nature of duties (in detail)

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7. Contact details :-

(A) Present Address :-

- (i) Telephone No.
- (ii) Mob. No.
- (iii) E-mail

(B) Office Address (with Office Name):-

- (i) Telephone No.
- (ii) Mob. No.
- (iii) E-mail

8. Present Post :

(a) Name of Office / Organization :
and address (with tel. No.)

(b) The date of initial appointment :

I have carefully gone through the vacancy Notification and I am well aware that the application duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of Candidate

Address

Place:

Date:

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