



## KERALA PUBLIC ENTERPRISES (SELECTION & RECRUITMENT) BOARD

Vellayambalam, VikasBhavan P.O, Thiruvananthapuram

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### NOTIFICATION

CATEGORY NO: 030/2024

Opening Date: 02-03-2024

Closing Date: 01-04-2024

Name of the PSU	:	Steel and Industrial Forgings Limited
Name of the post	:	Assistant Manager (Finance)
No. of Vacancy	:	1
Category of the PSU	:	D
Pay Scale	:	20,740 - 36,140

#### I. COMPANY PROFILE:

SIFL is a reputed manufacturer of Critical and Complex Forgings for Aeronautical/Aerospace applications, Missile components, Online fittings for Submarines, Defence/Tactical equipment and machineries, Oil and Gas industry, Heavy Engineering, Earth Moving, Railway Locomotives and Automobile sectors. SIFL has the proven technical ability to forge all types of Steel Alloys including Stainless Steel and Maraging Steel, Forgings out of Non ferrous and Special Metals.

#### II. JOB DESCRIPTION AND RESPONSIBILITIES:

The incumbent shall be entrusted with the accounting functions of the company. Maintain full set of accounts independently. Incumbent must have excellent knowledge of tally accounting package including ERP. Prepare timely internal and external reports. To assist in maintaining good internal control procedures and will be responsible for Financial accounting, Budgeting, Cost planning, inventory control, Credit control, Accounts payable and reconciliation, Pay roll and salary fixation & statutory compliance.

### **III. ELIGIBILITY:**

#### **1. QUALIFICATION:**

CA/CMA/ICWAI. A Fellow member of Institute of Chartered Accountants of India or Institute of Cost Accountants of India/ MBA (Finance) – Regular.

#### **2. AGE LIMIT:**

Applicants should not cross 38 years as on the date of notification of the vacancy for the post.

#### **3. EXPERIENCE:**

3 years experience in Finance Department of an Organisation in Assistant Manager level.

#### **4. SKILLS:**

Capable for data analysis Preparation of Annual Accounts, Cost Analysis, Cash flow and Fund flow statement., Proficiency in Computerised Accounting including ERP. Must have written and oral communication skills in English and Malayalam.

#### **5. DESIRABLES:**

Associate Member of Company Secretaries of India (ACS), Experience in PSU for min. 3 years

#### **6. PROBATION:**

Probation period is 1 year from the date of joining and the appointment is purely temporary in the first instance. Regularisation of appointment shall be subject to performance, character and fitness of the incumbent to continue in the post during the probation period as stipulated.

#### **7. MISCELLANEOUS:**

As per the sanctioned post there is vacancy for Assistant Manager. The incumbent being hired through this employment notification will be allocated Finance Department.

### **NOTE TO APPLICANTS:**

1. The applicants are required to go through the notification carefully and satisfy themselves about their eligibility for this recruitment before applying
2. Admittance to the interview will be provisional only. The Interview Board will have the right not to evaluate the performance of the candidate if material discrepancy is found regarding the applications/credentials at the interview stage. The candidature of such candidate will be rejected.
3. Candidates shall submit their applications via online mode only. Applications submitted via any other medium will be summarily rejected.
4. Candidates must upload their essential qualification and essential experience certificates while

applying. Those who fail to upload the certificates shall be summarily rejected.

5. Candidate should provide a valid email ID and mobile number as all correspondence pertaining to recruitment will be communicated by the email address and mobile number provided at the time of filling online application.

6. Relaxation in upper age limit is applicable to the eligible candidates as per rules.

Secretary  
Kerala Public Enterprises  
(Selection & Recruitment) Board