



KUDUMBASHREE BROILER FARMERS'  
PRODUCER COMPANY LTD.

KUDUMBASHREE BROILER FARMERS' PRODUCER COMPANY LTD.  
Regd Office: DOT SPACE BUSINESS CENTRE  
TC 24/3088, Usha Sandya Building  
Kowdiar, Dewasom Board Road, Thiruvananthapuram 695033  
CIN : U01100KL2019PTC057331, GSTIN/UIN : 32AAHCK5583G1ZG

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www.keralachicken.org.in

KBFPCL/2021/505

14.12.2021

### **Notification- Accounts Assistant**

Kudumbashree Broiler Farmers Producers' Company Limited invites application for the post of Accounts Assistant for performing a variety of accounting tasks in the company. Appointment will be done for one year on contract basis and further extension of employment will be based on the performance of the employee and management decision. Interested candidates shall send their duly filled application form, self-attested copies of academic qualifications, experience (If the candidate is still working in an organization, attach a still working certificate from current employer), tally certificate and proof for age to *The Chief Executive Officer, Kudumbashree Broiler Farmers' Producer Company Limited, 2nd Floor, TRIDA Rehabilitation Building, Medical College P.O., Thiruvananthapuram - 695011, Kerala on or before 28<sup>th</sup> December 2021, 3 PM.* The candidates should mention the name of post 'For the post of Accounts Assistant' in front of the envelope. To download notification and application form please visit [www.keralachicken.org.in](http://www.keralachicken.org.in). The applicant should submit Rs 200/- as application fee through demand draft drawn in favour of 'Kudumbashree Broiler Farmers' Producer Company Limited', payable at 'Thiruvananthapuram'. The applicant should submit original DD along with application. Only hard copy of the application will be accepted. Incomplete/ineligible/defective/application forms without demand draft will be summarily rejected without giving any notice to the applicant.

**Education Qualification:**

1. Bachelor of Commerce (B. Com) from a recognized university as a regular full time student.
2. He/She is expected to have good computer skills with knowledge of common spreadsheet programs and Certification in Tally is mandatory

**Experience:**

1. Minimum two years of relevant tally professional experience is mandatory.
2. Preference will be given for candidates those who have completed 3 years of CA Articleship programme.

Annual CTC: Rs 2,40,000/-

No of Vacany: 1 (may vary)

Age Limit: 36 years as on 01.12.2021

**Roles & responsibilities:**

Accounts Assistant is responsible for assisting Chief Accountant and other financial professionals with creating of financial documents, organize the bookkeeping processes of the company, evaluate financial budgets and track expenses, draft and report financial presentations and entering daily financial transactions in Tally Software and any other duties assigned time to time.

**Selection Procedure**

The shortlisted candidates will be selected on the basis of written test and interview conducted by Centre for Management Development, Thiruvananthapuram. The date and venue for the same will be intimated through email and telephone. The notification has validity up to one year.

Sd/-

**Chief Executive Officer**

Kudumbashree Broiler Farmers' Producer Company Limited

# KUDUMBASHREE BROILER FARMERS' PRODUCER COMPANY LTD

## APPLICATION FOR THE POST OF ACCOUNTS ASSISTANT

1	Name				
2	Age & Date of birth as on 01.12.2021 (age should not be more than 36 years)				
3	Gender				
4	Nationality				
5	Phone Number : Land Mobile				
6	Email ID (Shall be legible, all future correspondence will be through email ID only)				
7	Permanent Address				
8	Address for Communication				
9	Total post qualification experience(in number of years)				
10	Academic Qualifications(SSLC onwards)	(self-attested copies to be enclosed)			
	Qualification	Name of Institution	Name of University	Year of Passing	% of Marks

11	Post qualification experience (Attach separate sheets if required) (self-attested copies to be enclosed)				
	From	To	Name of Organization	Designation	Nature of Work
12	Tally certificate (Yes/No)				
13	Any pre-qualification experience				
14	Any other information (Attach separate sheets if required)				

Self-attested copies of academic qualifications, experience (If the candidate is still working in an organization, attach a still working certificate from current employer), tally certificate and proof for age, copy of aadhaar, demand draft should be enclosed along with the application.

### **DECLARATION**

1. I hereby declare that all information furnished in the application form are true, complete and correct to the best of my knowledge and belief. I also agree that my candidature/appointment shall be cancelled at any stage/time if it is found that the information furnished is wrong.

2. I agree to receive all correspondence by email.

Place:

Date:

**Signature of the candidate**