



# APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

CET campus, Thiruvananthapuram - 695 016

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KTU/ASST(ADMIN)/3826/2020

26.02.2022

## NOTIFICATION

APPLICATIONS ARE INVITED TO THE POSITION OF **FINANCE OFFICER** IN THE APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY.

The qualification and experience for the above position are as prescribed in the APJ Abdul Kalam Technological University First Statutes, the original of which is in Malayalam issued on 05.08.2020 by the Government of Kerala and published in the website of the University. Applicants shall verify and confirm their eligibility for appointment to the position by referring to the original of the First Statutes before submission of application.

Applicants shall verify and satisfy themselves about the method of appointment and terms and conditions of service prescribed in the Statutes before submission of the application. Applications shall be submitted on or before the last date specified in this notification as clause no.4. Applications once submitted shall be final and the contents therein will not be allowed to be modified, corrected or supplemented with additional documents.

**1. Age:-** Shall not be below 45 years and shall not have completed 55 years as on 01.01.2022.

### **2. Qualifications:-**

#### **a) Essential:-**

1. Shall hold a Post-graduate degree in any subject from any University in the State of Kerala or recognized by any University in Kerala.
2. Should be a Fellow of the Institute of Chartered Accountants in India or a Fellow of the Institute of Costs & Works Accounts of India.

#### **b) Desirable:-**

1. MBA (Finance) or equivalent Post-graduate degree.
2. 5 years working experience in executive positions in the field of Finance or Accounts or Audit in any University or any Public sector organizations under the Central Government or State Government.



### **3. Method of appointment:**

The Finance Officer shall be appointed by the Vice Chancellor by a written order. The original of the appointment order shall be sent to the person appointed as Finance Officer under acknowledgement and a copy deposited in the office of the Registrar. The person appointed shall join the position within 15 days on receipt of this order .If the person does not join the position within 15 days specified in the order or is not permitted by the Vice Chancellor to join the position on any other later date, the order will be treated as cancelled from such date ie expiry of 15 days from the date of the order or expiry of such later date permitted by the Vice Chancellor. The Finance Officer shall be full time salaried officer of the University.

### **4. Method of submitting Application and Last date & time for receipt of Application**

Applications shall be submitted in the format appended to this notification in **hard copy form** and addressed to the Registrar, APJ Abdul Kalam Technological University, CET Campus, Thiruvananthapuram, Kerala 695 016. The applications shall be submitted **before 5 p.m. on 11.03.2022.**

Dr.A. Praveen  
Registrar

\* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.



## **APPLICATION FORMAT**

Paste a  
Passport Size  
Photograph  
here

1	Name of the Applicant (In Block letters)	
2	Address for communication with PINCODE, Email Ids, contact numbers etc.	
3	Sex :	
4	Religion :	
5	Caste (Whether General/OBC/SC/ST or Others) :	
6	a. Age (Completed years) as on 01.01.2022 b. Date of birth in Christian Era	
7	Place of birth (Village, Taluk, District and State)	
8	Name of Father/Mother/Spouse	
9	Educational Qualifications	
10	Proof of Qualifications	
11	(a) Present employer's full address(if any)  (b) Has the consent of the employer been obtained for submitting this application? If yes, attach copy of the consent.	
12	Name and address of three persons with Email Ids and contact numbers (who are not relatives of the applicant and who know the applicant well) for reference	1.  2.  3.
13	(a)Certificate of Character and Conduct from a person who knows the applicant personally (obtained not earlier than six months prior to the date of application) with details of Name and address of the person who issued the certificate with contact number.	



14	Any additional Information which the candidate wishes to provide in support of his application (attach copies of documents)	
15	Particulars of documents to prove details of information given in the application ( Enclose copies attested by a Gazetted Officer)	
16	Have you been debarred from appearing for any examination conducted from by KPSC or any Centre/State Government/Quasi Government bodies / Dismissed from service or convicted by a Court of Law	
17	If yes, give details	
18	Any other details	
19	List of enclosures	

### **DECLARATION OF THE APPLICANT**

I certify that the information given above is correct to the best of my knowledge and belief. I agree to bind myself to all the conditions of APJAKTU service and duties & responsibilities prescribed in the APJAKTU Act, 2015 and the APJAKTU First Statutes issued on 05.08.2020 amendments made thereto from time to time.

Place:

Name & Signature

Date:

