



**KERALA RAIL DEVELOPMENT CORPORATION LTD**  
(A Joint Venture Undertaking of Govt. of Kerala, Ministry of Railways, Govt. of India)  
**VACANCY NOTICE NO. 17/2022**  
**ISSUED ON: 29.10.2022**

SECRETARY/RAILWAY BOARD  
GENERAL MANAGERS  
ALL RAILWAYS/PRODUCTION UNITS

DIRECTOR GENERAL/DIRECTORS  
ALL RAILWAY TRAINING INSTITUTES

CMD/MD/CHAIRMAN  
ALL RAILWAY PSUs

No. KRDCCL/ 16/2020	Date: 29.10.2022
ORGANIZATION	Kerala Rail Development Corporation Limited
TITLE OF THE POST	Senior Section Officer (Accounts)
NUMBER OF VACANCIES	One Post
PLACE OF POSTING	Trivandrum, Kerala
DURATION	Three Years
SERVICE/DEPARTMENT	Accounts
TERM OF APPOINTMENTS	Deputation/Re Employment
AGE	Not more than 56 years as on 31.12.2021 for serving officials and not more than 63 years as on 31.12.2021 for retired employees.
SCALE OF PAY	Parent pay plus deputation allowance for deputation and for retired employees pay based on last pay.
ELIGIBILITY/EXPERIENCE	Persons qualified in subordinate Audit/Accounts service (SAS) or equivalent in PB.2 (Rs.4800/5400) having 5 years experience in the grade working in Central/State Govt/ Railways. Persons who have experience in construction/ project will be preferred.
ROLE, DUTIES & RESPONSIBILITIES	As per annexure enclosed.
NOTE	Cutoff date for eligibility would be reckoned as on closing date of vacancy notice.
LAST DATE OF SUBMISSION OF APPLICATION	21 days from the date of issue
WEB ADDRESS	<a href="http://www.keralarail.com">www.keralarail.com</a>
CANDIDATES MAY APPLY THROUGH PROPER CHANNEL FOR SELECTION ON DEPUTATION BASIS TO THE ABOVE MENTIONED VACANCY IN THE PRESCRIBED PROFORMA AVAILABLE AT THE WEB ADDRESS INDICATED ABOVE. ZONAL RAILWAYS ETC. MAY FORWARD THE APPLICATIONS OF ELIGIBLE CANDIDATES ALONG WITH VIGILANE/DAR CLEARANCE AND APARs TO THE MANAGING DIRECTOR, KERALA RAIL DEVELOPMENT CORPORATION LIMITED, 5 <sup>th</sup> FLOOR, TRANS TOWER, VAZHUTHACAUD, TRIVANDRUM. A SCANNED COPY OF THE DULY FILLED AND SIGNED PROFORMA IN PDF FORMT MAY ALSO BE SENT BY CANDIDATE THROUGH E-MAIL TO <a href="mailto:krdclgok@gmail.com">krdclgok@gmail.com</a>	

*Sheba*  
29/10/22  
Sheba Brittas  
DGM (HR)

5th Floor, Trans Tower,  
Vazhuthacaud,  
Thiruvananthapuram,  
Kerala, Pin: 695 014

Phone: 0471 - 2324330, 2326330  
Fax: 0471 - 2325330  
Email: [krdclgok@gmail.com](mailto:krdclgok@gmail.com)  
Web: [www.keralarail.com](http://www.keralarail.com)

CIN: U63030KL1900016000  
GSTIN: 32AAGCK4047G176  
TAN: TVDK02546F  
PAN: AAKA0001A  
Kerala Rail Development Corporation Limited

## ROLE, DUTIES & RESPONSIBILITIES

1. Will be responsible for all jobs of Finance and Accounts as that of Senior Section Officer (Accounts) in Indian Railways.
2. Finance:
  - (a) Evaluation of all Finance Proposals related to Works, Stores and Establishment for the purpose of Finance Concurrence.
  - (b) Internal Check of all documents related to Works, Stores and Establishment for the purpose of Finance Vetting.
3. Passing of all types of bills, ie, Works, Stores, Establishment and Miscellaneous.
4. Disbursement of Payments.
5. Maintenance of Books of Accounts and preparation of all Financial Statements.
6. Maintenance of money value documents such as PG, Term Deposit etc.
7. Preparation of Budget.
8. Any other work related Finance and Accounts of KRDCL.

Shobu  
29/x/22  
DUM (HR)

**PRESCRIBED PROFORMA**  
**FOR SUBMISSION OF APPLICATION ON DEPUTATION BASIS**

<b>Important</b> <i>(please don't leave blanks)</i>	Vacancy Notice No <i>(appears on the top right side of notice)</i>	
	File No <i>(appears on the left side of vacancy notice)</i>	
	Post against which application has been submitted	
	Choice of Station <i>(whichever applicable)</i>	

**Personal Data**

1.	Name	:	
2.	Gender	:	
3.	Service	:	
4.	Department	:	
5.	Category	:	
6.	Date of Birth	:	
7.	DITS <i>(Date of entry into Time Scale)</i>	:	
8.	Date of entry in Gr. A/B <i>(where ever applicable)</i>	:	
9.	Present Pay Level/Basic Pay	:	
10.	Present Designation & Railway	:	
10.	Contact Details	:	
11.	(a) Email ID	:	
	(b) Telephone (O)	:	
	(c) Telephone (R)	:	
	(d) Mobile Number	:	

**12. Educational Qualifications:-**

S.No.	Qualification/Degree	Year/Division	Institution/University, Place/ Country

**13. Experience Details:**

S.No.	Designation & Railway with place of posting	Grade (JAG/SS)	From	To	Nature of works/ projects handled

**14. Details of previous deputation/foreign assessment (if any):**

S.No.	Organization	Designation	From	To

15.	Whether debarred from deputation? If yes, please furnish details	
16.	Whether cooling off period completed. If yes, date of return from previous deputation with details, wherever applicable	

**17. Awards if any:**

S.No.	Name of Award	Brief Details
18.	<b>Punishments if any in career</b>	

I certify that the details furnished by me above are true and I am eligible for the post as per the criteria laid down in the vacancy Notice.

(Name and Signature of the Applicant)

Place:

Date: