

No. PTCF 88/2017

KERALA FOREST DEPARTMENT
PERIYAR TIGER CONSERVATION FOUNDATION

Dt. 21.07.2017

Invites application for the post of Accountant in the Periyar Tiger Conservation Foundation on Contract basis. Candidate who possess the prescribed qualification can apply with their curriculum vitae to the Secretary, Periyar Tiger Conservation Foundation, Periyar Tiger Reserve, Thekkady, Kumily (PO), Idukki District, Pin - 685 509 in the prescribed application format that can be downloadable from our website (www.periyartigerreserve.org, www.forest.kerala.gov.in). The screening of the post will be carried out by the authorities concerned and decided:

1. **Accountant**

Qualification: Retired person not below the Rank of Junior Superintendent in Kerala Forests & Wildlife Department or a person completed Articleship in a Registered Chartered Accountant Firm.

Desirable: Graduation in Commerce

Remuneration: In accordance with the decision of the Executive Committee of the Foundation

Last date for receipt of application at Periyar Tiger Conservation Foundation, Thekkady: 10th August, 2017 before 5.00 pm.

TA/DA as per norms of Kerala Service Rules for official tour. Accommodation will not be provided by the Periyar Tiger Conservation Foundation. The eligible candidates will be called for interview and the date of interview will be intimated through the above mentioned websites. For any queries please contact: 04869-223657 between 10.00 am and 5.00 pm

For further details and ToR for the posts, log on to www.periyartigerreserve.org,
www.forest.kerala.gov.in

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PERIYAR TIGER CONSERVATION FOUNDATION, THEKKADY**

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Accountant

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Terms of Reference for Accountant

1. Day to day financial management under the supervision of AO
2. Receive and disburse cash and cheques on behalf of the Foundation
3. Prepare draft annual budget
4. Prepare financial progress reports on regular basis
5. Report on any financial matters to the Administrative Officer
6. Prepare and check payment, receipt, petty cash vouchers, and cheques for payment
7. Assist for the purpose of audit and evaluation of financial matters
8. Other duties as prescribed by the Secretary and Executive Director related to accounts of the Foundation

PERIYAR TIGER CONSERVATION FOUNDATION
Periyar Tiger Reserve, Thekkady – 685 509

FORMAT FOR APPLYING THE POST OF ACCOUNTANT

- Post applied for :
1. Name of the applicant :
2. Son/Daughter of :
3. Sex : Male/Female
4. Date of Birth :
5. Permanent Address :
-
6. Address for Correspondence :
-
-
7. Phone : Mobile : Email :
8. Marital status : Married/Unmarried
9. Nationality : :
10. Educational Qualification :

Affix
Recent
Passport size
Photo
(Self-attested)

Examination passed	Board/University	Year of passing	Subjects'	Percentage of marks scored
S.S.L.C.				
H. Sc./PUC				
Degree				
Master degree				
Others				

11. Experiences :

12. Other qualifications :

13. Languages known :

14: References: (Name, Designation, Address, Phone/Mobile No., Email ID)

15. Attach separate sheets for any other informations and details, if necessary.

Declaration

I hereby declare that the entries in this format are true to the best of my knowledge and belief.

Date:

Signature