

Kudumbashree NRO
Selection of Personnel – 2021-2022

Kudumbashree – State Poverty Eradication Mission is a National Resource Organisation (NRO) for providing technical and implementation support to other States in India as part of NRLM. As the NRO, Kudumbashree shares its expertise and best practices with other States and help them develop interventions in the following domains.

- Convergence between local governments and community organisations
- Community-based enterprise support

Kudumbashree-NRO currently supports 20 States and one union territory. More details of the work of the KS-NRO are available at www.kudumbashreenro.org

Kudumbashree-NRO calls for applications from interested persons for the post of Administrative assistants. General conditions of application and format for application are provided.

Positions for which applications are invited:

1. Administrative assistants (Number of vacancies – 2)

Brief Description of responsibilities

The Administrative assistants of the NRO will be responsible for all administrative and accounting works in the NRO Secretariat. Specific responsibilities include managing the tasks listed below.

- General Administration
- Maintenance of books of accounts, tax filing etc
- Liaison with the head office
- Other tasks assigned by Finance and Administration Manager, COO, NRO and Executive Director, Kudumbashree.

Eligibility Criteria

Education

Bachelor's Degree in Commerce with atleast 60% marks in aggregate.

Work Experience

- 5years' in the Accounts/Admin department of any reputed organisation/Chartered Accountants' firm.
- Experience in accounting with Government projects will be an added advantage.

Computer skills

- Should have basic office documentation skills.
- Working knowledge in Tally software

Languages

- Fluency in English language (both oral and written) is compulsory.
- Must excel in drafting mails / preparation of notes.
- Those with proficiency in Hindi language will be given preference.

Age limit

27-35 years

Preferences

- Domicile of Thiruvananthapuram
- 1 Male and 1 Female

Terms of appointment

The appointment to above positions shall be on annual contract basis. The contract may be renewed on annual basis, subject to review of performance of the incumbent and continuation of the NRO Project. Consolidated monthly remuneration of Rs. 25,000/- along with a communication allowance of Rs. 1000/- per month will be paid.

Selection Process

The applicants will be selected through a multi-stage selection process:

1. Short-listing of suitable candidates based on review of application in the prescribed format
2. Written subject-matter test
3. Personal Interview for final selection

Submission of applications

Applications for the positions will consist of the following.

1. Covering letter
2. Application in the format below
3. Copy of Curriculum Vitae
4. Copy of relevant experience certificates

Completed applications addressed to Executive Director, Kudumbashree with envelope superscribed with "Kudumbashree-NRO, Application for the post of Administrative assistants" to be received at the following address on or before **5 pm on 18th February 2022**.

Address to submit applications:

Executive Director, Kudumbashree NRO, III Floor, Carmel Towers, Vazhuthacaud, Thiruvananthapuram, Kerala 695014

Completed signed applications may be submitted by hand / through speed post / courier only:

- ▲ Only applications complete in all respects will be considered.
- ▲ Covering letter, Application in the given format, copy of CV and relevant experience certificates should be submitted together and should be signed by the applicant.
- ▲ Applicant will provide authenticated copies of certificates and credentials when asked for, and make available originals for verification.
- ▲ No enquiries related to the selection process will be entertained
- ▲ Recommendations will lead to disqualification.

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Affix a latest
passport size
photograph

Format for Application

(All sections are to be filled in. Incomplete applications will be summarily rejected)

Position Applied For: _____

1. **Name:**
2. **Father's Name:**
3. **Sex:**
4. **Date Of Birth:**
5. **Permanent Address:**
6. **Address For Correspondence (with Pin Code):**

E-Mail:

Mobile No.:

7. **Educational Qualification:***(in reverse order – last degree first; provide information up to High School level)*

Degree/Diploma Certificate	Year	College/Institute	Board/University/Institution	Subjects	Division/Marks/GPA

8. **Work Experience:** *(in reverse chronological order – latest first):*

Sl. No.	Name Of Organisation	Designation	Tenure	Responsibility/Assignment	Achievements

9. **Language Proficiency:***(Indicate level of proficiency in languages as Native/Proficient/Working)*

Language	Read	Write	Speak

10. Computer / Accounting Software Proficiency:

11. Suitability of the applicant to the position applied: *(Please write a brief note not exceeding 500 words as to why the applicant considers her/himself suitable for the position applied for. Use separate sheet if required)*

12. Any other information relevant to position applied for: *that applicant may like to add*

13. References – Give contact details of two persons who can provide reference on the candidate. One referee shall be the reporting officer of the applicant in her/his latest job

Name and Designation	Contact Address (Postal)	
		Tel. No: E-Mail:
		Tel. No: E-Mail:

Undertaking by the Applicant

The information provided above is true, accurate and complete in all respects. As part of the procedure for processing the application, my personal and employment references may be checked. If it is found later that any of the facts has been misrepresented or omitted on this application, I may be summarily discharged from the job. Authenticated copies of certificates and credentials to substantiate claims made in this application will be provided when asked for and originals will be produced for verification.

I understand and agree to the information shown above.

Date:

Name:

Place:

Signature:.

Sd/-
Executive Director
Kudumbashree

Forwarded by Order

Chief Operating Officer

