



Office of the **State Mission Director**

**National AYUSH Mission**

1<sup>st</sup> Floor, Bliss Haven, 82/1827(3), Convent Road,

Vanchiyoor, Thiruvananthapuram – 35

Phone : 0471-2 474 550, Email:namkerala@gmail.com

NAM/505/2024-A1/SPMSU

07-06-2024

**Notification for the post of Accounts Manager (Contract basis)- 1 Post**

**Essential Qualification and Experience:**

- MBA- Finance/M.Com/ICWA (Inter)/CA (Inter) from recognized institute.
- Computer knowledge including Tally Accounting package and MS office
- Minimum two years of experience in a Government/Public Sector or any other reputed organization in account management, Exposure in Social sector at national levels, State and District level.
- Experience with the Public Financial Management System (PFMS) will be given preference.
- Maximum 40 years as on 20-06-2024
- **Consolidated pay: 45,000/-**

**General Conditions :**

1. The applicants are required to go through the notification carefully and decide themselves about their eligibility for the post before applying. Applicants must compulsorily fill-up all relevant fields of application and submit in a sealed envelope directly or through post on or before **20-06-2024** to **The State Mission Director, State Programme Management and supporting Unit, 1<sup>st</sup> Floor, 82/1827 (3) National AYUSH Mission, Bliss Haven, Vanchiyoor P.O, Thiruvananthapuram**. Applications will be accepted only on working days from 10 AM to 5 PM.
2. Application received after 5 PM on 20-06-2024 will be summarily rejected.
3. Application submitted in any format other than the format given along with the notification will not be accepted and such applications will be summarily rejected.
4. Self-attested copies of certificates proving age and educational qualifications for the respective posts should be submitted along with the application. **Applications without copies of certificates** will not be accepted and will be summarily rejected.
5. Incomplete / incorrect application from will be summarily rejected.

kept active till the completion of the recruitment process. National AYUSH Mission will send intimation regarding interview, written examination and any other matters related to recruitment process only through the E-mail ID provided by the applicant.

7. National AYUSH Mission (NAM) under any circumstances will not entertain the information if any furnished by the applicants subsequently.
8. If any is detected during the scrutiny the candidate will be rejected even through He/She come through the final stage of recruitment process.
9. The applicants should not furnish any false, tampered, fabricated information or suppress any material information while filling the application form. If the particulars furnished in the application form do not tally with the original document produced by the applicant, His/Her application will be rejected. If any candidate possesses equivalent qualification the equivalency certificate shall be produced along with the application.
10. Failure to submit equivalency certificate will result in rejection of the application.
11. The number of vacancies is only indicative and not guaranteed. NAM reserves the right to engage or not to engage persons as advertised.
12. The mode of recruitment shall be interview. In case if there are 20 or more applicants for a particular post written test will be conducted along with the interview

**Last date of Submission of Applications: 20-06-2024**

Applications in the prescribed format along with self-attested copies of relevant certificates of qualifications, experience should be submitted to the following address. The application cover shall be super scribed as “**Application for the post of Accounts Manager**”.

**Address: The State Mission Director**

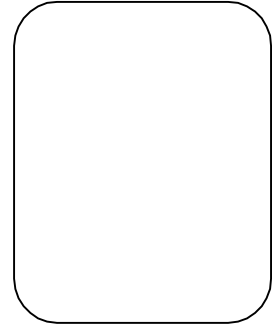
**National AYUSH Mission, SPMSU**

**1<sup>st</sup> Floor, T.C.82/1827 (3) Convent Road,**

**Vanchiyoor P.O, Thiruvananthapuram-695035**

# NATIONAL AYUSH MISSION KERALA

## Applicant's Profile



**Post applied for:** .....

Name (Capital Letters) :

:

Name of Father/Husband/Guardian :

Sex :

Age & Date of Birth (DD/MM/YY) :

Residential Address :

Address for Communication :

Phone No.(Mobile) :

Email Id :

Marital Status :

## Educational Qualifications

Sl No.	Qualification	Institution & University	Year of passing

**Experience**

Sl. No	Name of institution	Job Title	Period	No. of Years

**Declaration**

The above mentioned facts are true and fair to the best of knowledge and belief.

Place :

Date :

**Name & Signature**

