



ADMINISTRATION OF THE
UNION TERRITORY OF LAKSHADWEEP
(PRINCIPAL PAY AND ACCOUNTS OFFICE)
(INTERNAL AUDIT WING)
KAVARATTI-682555

F.No.5/IA/2018-PAOL

06.11.2020

EMPLOYMENT NOTICE

Principal Pay & Accounts Office (Internal Audit Wing), Kavaratti invites willing local candidates for walk-in-Interview to the post of Accounts Clerk on Contract basis on a monthly remuneration of Rs.16500/- as per details given below.

1	Name of the Post	Accounts Clerk on Contract basis in Principal Pay & Accounts Office (Internal Audit Wing), Kavaratti.
2	Number of Post	2 (Two) - (one post for fresh recruitment and one post for retired Govt Employee in the grade of Superintendent / Accountant of Lakshadweep Administration)
3	Duration of contract appointment	One year
4	Essential Qualification	<u>Fresher</u> M.Com/MBA (Finance) <u>Others</u> Retired Superintendant/Accountant of Lakshadweep Administration (preference will be given to those employees who had experience of serving in Pay & Accounts office as JAO)
5	Desirable qualification	(a) Skill in computer works especially in MS Word and MS Excel (b) General understanding in the preparation of Annual Accounts for commercial firm/board/Organization.
6	Upper age limit	<u>Fresher</u> 18-35 years <u>Others</u> Not beyond 67 years of age
7	Nature of Duty	1. Assist Internal Audit wing to undertake audit work including Commercial undertaking/Autonomous bodies/Organizations. 2. To help in the preparation of Audit Reports and further correspondences. 3. Any other work entrusted by higher authorities.
8	Duty Time	Normal UTL Administration office working hours.
9	Remuneration	Rs.16500/- per month
10	Selection method	Walk in Interview
11	Selection criteria	<u>Fresher</u> 1. 80% weightage will be for academic qualification.

		<p>2. 20% weightage for personel interview.</p> <p>Others</p> <p>75% weightage for experience and 25 % weightage for personel interview.</p> <p>Note:- Retired employ shall submit detailed bio data specifying place and year of service.</p>
12	Selection Committee	Duly constituted committee will assess the performance of candidates on academic qualification, computer knowledge and general understanding on accounts and recommend for selection. The decision of committee is final.
13	Method of applying	<p>Willing local qualified candidates shall report at Principal Pay & Accounts Office (IA) Wing for registration on one day before the date and time specified for Walk-in-Interview with following documents in Original/Attested copy.</p> <ol style="list-style-type: none"> 1. Birth Certificate/SSLC Book as proof of date of Birth 2. Cast/Domicile Certificate. 3. Degree Mark list/Certificate. 4. PG Mark list & Certificate. 5. Experience Certificate. <p>Note:- Candidate should submit percentage of mark obtained for qualifying examination if it is not mentioned in the certificate/mark list</p>
14	Place, Date & Time of Walk-in-Interview	<ol style="list-style-type: none"> 1. Place: Principal Pay & Accounts Office, Internal Audit Wing, Secretariat, Kavaratti 2. Date & Time : 25.11.2020, 02.30 pm
15	For Query/Information	For any query/information on this matter candidates may contact in the phone No.04896263542

Qualified willing candidates shall report for walk-in-interview as given above.

This is issued in accordance with the approval of Hon: Administrator vide Dy No.1822 dated.03.11.2020.


(MOHAMMED KOYA.A)
ACCOUNTS OFFICER (IA)

To

The Notice Board.

Copy to: Director (I&PR), Kavaratti with a request to publish it in the next edition of Lakshadweep Times.

Copy to: DIO, NIC Kavaratti with a request to publish in the website of Lakshadweep Administration

Copy to: DC/SDO in all islands