

**KERALA ROAD FUND BOARD****No. KRFB/1495/2023-OA****13-11-2023****NOTIFICATION**

Kerala Road Fund Board invites application from the qualified and experienced persons for the following posts as per the qualification criteria stipulated hereunder.

**Staff composition**

<b>S.No</b>	<b>Staff position</b>	<b>No of staffs</b>
1	Asst. Project Engineer (Electrical)	1
2	Asst. Project Engineer (KWA Utilities)	1
3	Asst. Manager (Civil)	1
4	Senior Accountant	1
5	Site Engineer/Overseer	1

**1. Assistant Project Engineer (Electrical)**

<b>Essential Qualifications</b>	Total Professional Experience of 5 years, of which minimum 3 year experience in handling electrification of Roads/ Highway Projects.
	The candidate should have worked at least in the Similar capacity of minimum of one projects in Road Construction Supervision/IC
	Experience as Asst. Manager or similar capacity in Operation and Maintenance of Major Highway Projects
<b>Educational Qualification</b>	
Essential	First class Degree in Electrical Engineering from a recognized university approved by AICTE/UGC
Desirable	Post-Graduation in Electrical Engineering.
<b>Maximum age</b>	36 years as on date of submission of proposal
<b>Remuneration</b>	Rs.40,000/- per-month consolidated
<b>Job</b>	The candidate shall be responsible for guiding and

<b>Responsibilities</b>	controlling of the electrical works.
	The candidate shall be responsible for arranging rectification of defects and restoring supply.
	The candidate shall be responsible for guiding in proper maintenance of installations and safety measures.
	The candidate shall be responsible for periodical testing of installations, noting the test readings and making timely action for rectification of defect, when the test readings are not within the safe limits.
	The candidate shall be responsible for preparing and giving instruction for the preparation of estimates for electrification works and verifying the adequacy in conformity with standards & norms.
	The candidate shall be responsible for inspecting works in progress and giving necessary instructions
	The candidate shall be responsible for taking measurements of all works and preparation of bills.

**2&3. Assistant Manager/Assistant Project Engineer (Civil, KWA utilities)**

<b>Essential Qualifications</b>	Total Professional Experience of 5 years, of which minimum 3 year experience in handling Roads/ Highway Projects
	The candidate should have worked at least in the Similar capacity of minimum of one projects in Road Construction Supervision/IC
	Experience as Asst. Manager or similar capacity in Operation and Maintenance of Major Highway Projects
<b>Educational Qualification</b>	
Essential	First class Degree in Civil Engineering from a recognized university approved by AICTE/UGC
Desirable	Post-Graduation in Highway Engineering/ Transportation Engineering/ Traffic Engineering.
<b>Maximum age</b>	36 years as on date of submission of proposal
<b>Remuneration</b>	Rs.40,000/- per month consolidated

<b>Job Responsibilities</b>	<p>The candidate shall be responsible for setting out works/ checking the same to see that works are carried out according to approved plans.</p> <p>The candidate shall be responsible for forecasting and reporting the requirements of materials, tools and plant etc. required for works sufficiently early so that they could be arranged for and got supplied in time.</p> <p>The candidate shall be responsible for taking and recording measurements and assisting in check measurements.</p> <p>The candidate shall be responsible for scrutinising contractor's bills and recording accounts of materials, if any, issued for works.</p> <p>The candidate shall be responsible for supervising the progress of works and taking steps to remove bottlenecks, if any.</p> <p>The candidate shall be responsible for Ensuring, in the case of contract works, that all the conditions of contract are properly observed and taking appropriate action if any of these are violated.</p> <p>The candidate shall be responsible for Survey, Investigation and collection of all field data necessary for construction of new works or alterations and additions to existing works or maintenance of existing structures</p> <p>The candidate shall be responsible for Preparing preliminary as well as detailed estimates and reports for new works and maintenance works and ensuring its correctness and adequacy.</p>
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#### 4.Senior Accountant

<b>Essential Qualifications</b>	Total Professional Experience of 5 years.
<b>Educational Qualification</b>	
Essential	First class Degree in Commerce from a recognized university with 5 years Professional Experience
Desirable	Post-Graduation in Commerce/ICWA/CA (inter)
<b>Maximum age</b>	36 years as on date of submission of proposal
<b>Remuneration</b>	Rs. 30,000/ per month (consolidated )
<b>Job Responsibilities</b>	Verify, allocate, post and reconcile accounts

payable and receivable

Thorough knowledge of basic accounting procedures

In-depth understanding of Generally Accepted Accounting Principles

Experience with general ledger functions and the month-end/year-end close process

Hands-on experience with accounting software packages.

Produce error-free accounting reports and present their results

Analyze financial information and summarize financial status

Spot errors and suggest ways to improve efficiency and spending

Provide technical support and advice on Management Accountant

Review and recommend modifications to accounting systems and procedures

Participate in financial standards setting and in forecast process

Provide input into department's goal setting process

Prepare financial statements and produce budget according to schedule

Assist with tax audits and tax returns (Direct & Indirect)

Direct internal and external audits to ensure compliance

Plan, assign and review staff's work

Support month-end and year-end close process

Develop and document business processes and accounting policies to maintain and strengthen internal controls

Ensure compliance with GAAP principles

EPF remittance with GAAP Principles

GST remittance with TDS on GST remittance and

	returns filing GSTR 3B and GSTR-1, GSTR-9, Annual Return  Monthly TDS-IT remittance and quarterly return filing
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#### 4. Site Engineer /Overseer

<b>Essential Qualifications</b>	Professional Experience of Min. 2 years for Graduate in Civil Engineering/ Min. 5 years for Diploma in Civil Engineering
	Min. 1 year in road/highway projects.
	The candidate should have worked at least in the Similar capacity of minimum of one projects in Road Construction Supervision/IC
	Experience as Site Supervisor or similar capacity in Operation and Maintenance of Major Highway Projects
<b>Educational Qualification</b>	
Essential	First class Degree in Civil Engineering or Diploma in Civil Engineering from a recognized university approved by AICTE/UGC
<b>Maximum age</b>	36 years as on date of submission of proposal
<b>Remuneration</b>	Rs.25000/- per month consolidated
<b>Job Responsibilities</b>	<p>Ensure performance of the work in strict accordance with the plans and specifications.</p> <p>Maintain a detailed diary of the day's work activities, issues, work approved or rejected, hours of operation, labour and equipment used, etc., and sign at the end of each day.</p> <p>Prepare daily progress report.</p> <p>Interface with the public, especially residents and business owners adjacent to the work, to mitigate the construction impacts.</p> <p>Coordinate with the Contractor's field staff in charge of the work on a daily basis to check on the proper execution of the work.</p> <p>Coordinate and arrange for sampling and testing of satisfactorily completed work, and quality assurance testing of suspect materials.</p>

	<p>Coordinate to check the line and grade of completed work for conformance with the plans and specifications.</p> <p>Report questionable methods of operation by the Contractor.</p> <p>Report any failure of the Contractor's activities or deviations in the O&amp;M schedule/O&amp;M manual.</p> <p>Process the joint measurements forms and maintain records of where necessary</p> <p>Maintain detailed records of work performed by the Contractor on a Day Works basis.</p> <p>Make special notes and document the Contractor's activities that may lead to claims.</p> <p>Coordinate with the Contractor's surveyor on work priorities and schedules.</p>
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\*In the case of retired personnel from the State/Central Government Department/Autonomous bodies/Public Sector undertakings, the consolidated pay will be fixed in accordance with Rule 100 of KSR's Part III.

Mode of appointment for all the posts is on contract basis initially for one year, extendable depending on performance.

Apply with detailed resume and copy of educational qualifications as well as experience certificates addressed to [info@krfb.org](mailto:info@krfb.org)

- Last date for submission of application is 20.11.2023
- All the application shall be submitted only to [info@krfb.org](mailto:info@krfb.org)
- For the avoidance of doubt it may please be noted that only application received through the above e-mail ID shall be treated as valid and no physical submission shall be considered.
- Call letter for interview will be intimated through the mail IDs to be provided in the application letter.
- Call letter for interview will be issued only to the qualified candidates.
- The qualification and experience acquired up to 01.11.2023 alone shall be taken into account.
- KRFB reserve the right to cancel the process of recruitment at any stage or not to fill the notified posts.
- It is hereby informed that if any malpractices like influencing the Board at any stage during the process of selection shall, if proved will be dealt with serious and those applications shall be summarily rejected without

any further notice.

Signed by  
M.asok Kumar  
Date: 13-11-2023 22:39:12

**M.Asok Kumar**

**CEO KRFB**