

Company Profile

SIFL is a PSU engaged in the manufacture of forgings with Carbon Steel, Alloy Steel, and Titanium Alloy, Aluminium Alloys etc., catering to the needs of Aerospace, Defence, Railways, Oilfield, Heavy Engineering Sectors and exports. The company also has got a Precision Machining Unit at Shornur. The Company is on the threshold of expansion, and desires to fill up the following vacancy:

Job Profile & Qualification

Post	EXECUTIVE TRAINEE (FINANCE)
Vacancy	One (Permanent Post)
Category	General
Job Profile	The incumbent shall be entrusted with the accounting functions of the company and shall report to the General Manager (Finance.)
Responsibility	Maintain full set of accounts independently. Incumbent must have excellent knowledge of tally accounting package. Prepare timely internal and external reports. Assist in maintaining good internal control procedures and will be responsible for Financial accounting, Budgeting, Cost planning, Inventory control, Credit control, Accounts payable and reconciliation, Pay roll and salary fixation, statutory compliance.
Qualification	Essential: CA/CMA Desirable: Membership of Institute of Company Secretaries of India (ICSI)
Experience	Not mandatory. However any experience in the related field would be an added advantage.
Age Limit	Maximum age limit for the above post is 26 years with usual relaxation.
Details of Appointment including salary package	The appointment in the first one year will be as Trainee on a stipend of Rs.15,000/- p.m. On successful completion of the training period the incumbent will be placed on probation for a period of 2 years into the regular scale of pay of Rs. 18740-500-21240-560-24040-620-2714-680-29860-750-32860-820-33680 in Junior Management category. This Emolument includes DA at Government rates and HRA totalling to around Rs. 39,647/- <u>Other Benefits on confirmation of probation includes</u> <ul style="list-style-type: none">• Medical reimbursement, Leave Encashment, Contributory Provident Fund (CPF), Gratuity, Accident Insurance etc.• During training period only CPF & Accident insurance may be given
How to apply	Application forms can be downloaded from the SIFL Website www.siflindia.com . Filled in application form along with the following documents should be send to PO Box No.436, Thycaud PO, Thiruvananthapuram – 695 014. <ul style="list-style-type: none">• Detailed CV with recent photograph along with details of present salary drawn, if any• Self-attested copies of certificates to prove age, qualification and experience• The envelope should be superscribed as “APPLICATION FOR THE POST OF EXECUTIVE TRAINEE (FINANCE)”• The application with all details should reach the PO Box Number on or before 05.02.2018.• Application send otherwise than through the prescribed mode mentioned herein will not be accepted.
Application Fee	The fee for general category is Rs.500/- and fee for SC/ST is Rs.250/-. Fee to be paid by DD drawn in favour of Steel And Industrial Forgings Ltd. Payable at Thrissur along with the application.
Management reserves the right to reject the candidature at any stage without assigning any reason.	

