



RASHTRIYA MADHYAMIK SHIKSHA ABHIYAN (RMSA)

State Project Office, 7th Floor
Trans Towers, Vazhuthacaud
Thiruvananthapuram, Kerala
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No. A1-3/2009/RMSA

Dated: /07/2013

NOTICE

Applications are invited for the post of Accounts Clerk cum Computer Operator on contract basis for a period of one year in the State Office of RMSA and in the District Offices.

- Qualifications : 1. B.Com. with 50% or more marks
(Preference will be given to candidate with M.Com. degree)
2. Accounting Software- Knowledge (Tally)
3. PGDCA

Experience

Candidates with work experience in any project, society or company will be given weightage.

Age limit : The applicants should be within the age limit of 21 to 35 as on 01/07/2013.

No. of posts : 15

Application form can be downloaded from www.generaleducation.gov.in/ www.itschool.gov.in. Appointment will be done region wise. State is divided in to three regions having 5 vacancies in each region. Applicants should apply to any one of the regions of his/her choice in the prescribed format on or before 25th July 2013. Filled in application should reach to the State Project Director, RMSA State Office, Trans Towers, 7th Floor, Vazhuthacaud, Thiruvananthapuram-14 on or before 25.07.2013. A candidate can apply only for one region.

Application for the post of Computer Operator cum Accounts Clerk

Affix a recent
passport size
photograph

1. Name :
2. Address :
3. Age & Date of Birth :
(as on 01.07.2013)
4. Name of Father :
5. Qualifications :
 - 1.
 - 2.
 - 3.
6. Experience
7. Region Opted (*) :
8. Religion & Caste :
9. Sex : M/F
10. Signature

(*) Selection will be done on region wise:

Regions	
Trivandrum	Thiruvananthapuram, Kollam, Pathanamthitta & Alappuzha & 1 Headquarter vacancy – 5 vacancy
Ernakulam	Ernakulam, Palakkad, Thrissur, Idukki & Kottayam – 5 vacancy
Kozhikkode	Kozhikkode, Wayanad, Kannur, Kasargode & Malappuram – 5 vacancy

Copies of the certificates showing age, educational qualification and experience should be enclosed along with the filled in application.
The last date of receipt of application is 25.07.2013