

# THE KERALA CERAMICS LTD, KUNDARA

No: MPA/Notification/843 A/24-25

Date: 21.11.2024

## NOTIFICATION FOR THE RECRUITMENT OF TEMPORARY POSITIONS OF OFFICER (PERSONNEL & ADMINISTRATION), DY. MANAGER (FINANCE)& ENGINEER (SALES/ MARKETING)

The Kerala Ceramics Limited (TKCL) is a State Government PSU under the Industries Department of State of Kerala. Company is seeking to appoint temporary personnel for the following positions: Officer (Personnel & Administration), Deputy Manager (Finance), and Engineer (Sales/Marketing). The selected candidates will be appointed on a contractual basis for a period of one year or until a permanent incumbent assumes the position, whichever is earlier.

### Requirements

Sl. No	Designation	Min Qualification	Desirable	Experience	Age limit	Monthly Remuneration
1	Officer (Personnel & Administration)	Degree in Engineering with MBA (HRM)/ MA Personnel Management, MSW, MHRM or equivalent PG Diploma approved by Kerala Government/ PSC.	LLB		Maximum Age limit of 39 years	Rs. 30,000/-
2	Dy. Manager (Finance)	CA/ICWA/CS	MBA/ PGDBM (Finance)	8 yrs Managerial experience in finance function in a medium/large scale Establishment	Maximum Age limit of 47 years	Rs. 45,000/-
3	Engineer (Sales/ Marketing)	Degree in Engineering with MBA (Marketing)	Degree/ Diploma in Materials Management		Maximum Age limit of 39 years	Rs.30,000/-

## **JOB PROFILE**

### **Officer (Personnel & Administration)**

The selected candidates are normally required to perform following duties associate with the Personnel & Administration Department of the company:

1. Ensure that leave policies of company are followed and that records are maintained accurately.
2. Providing assistance in the recruitment process, including posting job openings, screening resumes, short listing candidates, and scheduling interviews.
3. Assist in the preparation of payroll data, including verifying employee hours worked, overtime, and other allowances.
4. Assist in the administration of employee benefits programs
5. Assist in the development and implementation of new policies and procedures.
6. Ensure compliance with local, state, and federal labor laws and regulations.
7. Assist in the planning and coordination of employee training and development programs.
8. Assist in managing the performance appraisal system, ensuring that reviews are completed on schedule.
9. Assist in managing office correspondence, ensuring effective communication within the organization and with Government.
10. Perform duties assigned by Managing Director from time to time.

Exposure to similar works in Government organizations/PSUs and familiarity with Government procedures will be an added advantage.

### **Dy. Manager (Finance)**

1. Develop and manage the annual budget, working closely with various departments to ensure that financial resources are allocated appropriately. Monitor actual performance against the budget and analyze variances.
2. Prepare short-term and long-term financial forecasts to help the company plan for future growth, investments, and expenses.
3. Work with senior managers to develop financial strategies that support the company's overall goals. This includes evaluating investment opportunities, cost-cutting initiatives, and assessing risks and returns
4. Oversee the preparation of accurate financial statements, including balance sheets, income statements, and cash flow statements. Ensure compliance with accounting standards and regulatory requirements.
5. Prepare regular financial reports and present them to senior management, providing a clear overview of the company's financial status, trends, and key performance indicators
6. Coordinate with auditors to conduct audits and ensure that the company's financial records are accurate and transparent.
7. Perform duties assigned by Managing Director from time to time.

### **Engineer (Sales/Marketing)**

1. Assist the sales team by providing technical expertise during product presentations and customer consultations to ensure the customer understands the product's capabilities.
2. Support the marketing team by creating and updating technical product materials (brochures, datasheets, website content) that clearly communicate the product's value and features.

3. Help prepare technical proposals, product specifications, and quotations tailored to customer requirements, ensuring all details align with both customer needs and company offerings.
4. Assist in identifying potential leads, conducting market research to understand customer needs, and analyzing competitor products to support sales strategies.
5. Track sales performance, customer feedback, and market trends, providing valuable insights to the sales and marketing teams for decision-making and strategy refinement.
6. Maintain regular communication with clients, gather feedback, and assist with any technical queries or issues, ensuring strong, long-term customer relationships and satisfaction.
7. Visit company customers when needed.
8. Perform duties assigned by Managing Director from time to time.

### **CONDITIONS**

1. Application should be submitted only in prescribed format available in the web site of the Company. However Candidates can attach their resume/CV *along with* their application in the prescribed format if they wish so.
2. Applications should reach the office of TKCL on or before 31.12.2024.
3. Application should be submitted by Post to the address THE MANAGING DIRECTOR; THE KERALA CERAMICS LIMITED; KUNDARA (PO); KOLLAM DISTRICT; PIN-691501 super scribing the envelope APPLICATION FOR THE POST OF OFFICER (PERSONNEL & ADMINISTRATION)/DEPUTY MANAGER (FINANCE)/ENGINEER (SALES/MARKETING) (TEMPORARY).
4. Candidates should attach self attested copies of testimonials to prove age, Educational Qualifications, Experience and caste certificate (if applicable). Applications without the copies of certificates will not be considered. Candidates belonging to SC/ST/OBC community are eligible for relaxation of upper age limit for which they have to upload necessary community certificate.
5. Management of TKCL reserves the right to accept or reject any application at any time during the course of selection process.
6. Perform duties assigned by Managing Director from time to time.

For THE KERALA CERAMICS LIMITED

MANAGING DIRECTOR