



STIC

**SOPHISTICATED TEST AND INSTRUMENTATION CENTRE
COCHIN UNIVERSITY P.O.,
KOCHI – 682 022, KERALA**

**APPOINTMENT OF
FINANCE AND ADMINISTRATIVE OFFICER**

STIC is an autonomous institution jointly sponsored by Kerala State Council for Science, Technology and Environment (KSCSTE, Govt. of Kerala) and Cochin University of Science and Technology (CUSAT) with the objectives of providing Sophisticated Instrumentation Facility for Testing, Calibration and Elemental Analysis along with other specific research and development programmes.

Applications are invited from candidates possessing the following qualifications and experience for the post of **Finance and Administrative Officer** on Fixed Term Contract for a period of 3 years.

Name of the Post: Finance and Administrative Officer

Qualification: B. Com (M. Com desirable)

Salary: Rs. 75,000/- (Consolidated) pm

Annual increment: 3%

Age limit: 45 years at the time of application. (Retired employees will be considered when sufficient candidates in the normal category are not available. In the case of retired employees, the age limit is 62 years)

Experience:

The applicant should be having 10 years of experience in Finance, Administration and Purchase in a large / medium organization with capability to manage the Finance, Administration and Purchase functions independently. Working knowledge in Tally software is essential.

Applications with detailed bio-data /curriculum-vitae and copies of Certificates should be sent in sealed envelope superscribing “**Application for the post of Finance and Administrative Officer**” to: **The Director, Sophisticated Test and Instrumentation Centre, Cochin University P.O., Cochin – 682 022, Kerala.** The candidates who are already employed in govt service should sent their application through proper channel

Last date of application: 15-04-2024

Applications received shall be screened and short-listed by a Committee constituted for the purpose. The short-listed candidates will be called for interview before a Selection Committee.

DIRECTOR

Date: 11.03.2024