

Notification for Hiring Tally Personnel on Daily Wage Basis

KFD/1435/2024-ADM1

Dated: 12/11/2024

In accordance with the ongoing requirements of the KERAFED (Kerala Kerakarshaka Sahakarana Federation Ltd) Regional Office, Anayara, Thiruvananthapuram, applications are invited for the position of **Tally Personnel on a Daily Wage Basis**. The selected candidates will be engaged for accounting and Tally-related tasks as per the needs of the office.

• **Job Responsibilities:**

- Data entry and maintenance of accounts in Tally.
- Generating financial reports and reconciliations.
- Assisting in day-to-day accounting and financial operations.
- Any other Tally-related duties as assigned by the management.

• **Qualifications:**

- Must have a certificate in Tally software.
- Previous experience in accounting or related roles is desirable.
- Strong attention to detail and organizational skills.

• **Other Terms & Conditions:**

- The engagement will be on a temporary basis.
- The selected personnel will be paid on a daily wage basis as per the rates fixed by the Government.
- Candidates are required to submit detailed resume which should contain contact information for verification of their claims.
- The last date and time of receiving the applications is **5 PM on November 30, 2024**.
- KERAFED reserves the right to terminate the contract based on performance or any other backgrounds.

Applications should be addressed to **The Managing Director, KERAFED Head office, Kera Tower, Vellayambalam, Vikas Bhavan.P.O., Thiruvanthapuram – 695 033.**

Email: contact@kerafed.com



Managing Director