



**THE KOLLAM CO-OPERATIVE SPINNING MILLS LTD**

**(An Industrial Co-operative Unit under Govt. of Kerala)**

CHATHANNOOR, KARAMCODE .P.O., KOLLAM (Dist.), KERALA – 691579,

Phone: 08590711057, Email: qcsmklm@gmail.com,

Website: www.qcsm ltd.com GST NO:32AACAT7732K1ZC

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**Application Invited for the Post of Clerck (Accounts)**

23.06.2025

**Category No: AC/01/2025/ 01**

**Designation: Clerck (Accounts) - Contract**

**Vacancy: 1 No.**

**Age:**

- ☐ **Minimum Age:** 24 years
- ☐ **Maximum Age:**
  1. **36 years** for General category candidates
  2. **Relaxation** as per Government norms
    - **OBC:** up to 38 years
    - **SC/ST:** Up to 40 years

❖ **Qualification:**

**Bachelor's Degree in Commerce** with specialization in **Taxation** or **Co-operation**, with a minimum of 3 years' experience in any manufacturing organization or entity with an exposure in GST/ Income Tax.

➤ **Additional Skills Required:**

- Working knowledge of Tally
- Basic computer proficiency, including MS Office (Word, Excel)

**Salary: As per the Mills Norms**

❖ **Last Date for Submitting Application: 08/07/2025**

❖ **Note to Applicants:**

1. The applicants are required to go through the notification carefully and satisfy themselves about their eligibility for this recruitment before applying.
2. Admittance to the interview will be provisional only. The interview Board will have the right to evaluate the performance of the candidate if material discrepancy is found regarding the applications/ credentials at the interview stage. The candidature of such candidate will be rejected.

3. Candidate shall submit their applications by Registered Post, Speed Post or Courier only. Applications submitted through online mode or via any other medium, including email will be summarily rejected.
4. Candidates must attach their essential qualification and essential experience certificates while applying. Those who failed to attach the certificates shall be summarily rejected.
5. Candidate should provide a valid email ID and mobile number as all correspondence pertaining to recruitment will be communicated by the email address and mobile number provided at the time of filing application

**Sd/-**

**Manager (HR)**



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## APPLICATION FORM

23/06/2025

- **CAT No: AC/01/2025/01**
- **Designation: Clerck (Accounts) on Contract basis**
- **Age: 24 – 36**
- **Qualification:**
  1. **Bachelor's Degree in Commerce** with specialization in **Taxation** or **Co-operation**, with a minimum of 3 years' experience in any manufacturing organization or entity in roles related to accounts, finance, taxation, or general administration.
  2. **Additional Skills Required:**
    - Working knowledge of Tally ERP
    - Basic computer proficiency, including MS Office (Word, Excel) and email handling
  3. **Salary:** As per the Mills Norms
  4. **Last Date for Submitting Application: 08/07/2025**

### 1. Personal Details

Full Name (in block letters): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Caste: \_\_\_\_\_

Gender: ☐ Male ☐ Female ☐ Other

Father's / Guardian's Name: \_\_\_\_\_

Address for Communication:

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email ID: \_\_\_\_\_

### 2. Educational Qualifications

Sl No	Exam Passed	Board/ University	Year of Passing	Percentage/ Grade

### 3. **Experience**

Sl No	Organisation Name & Address	Designation	Duration in Years

### 4. **Certificates Enclosed (Tick)**

☐ SSLC

☐ Plus Two

☐ B.com

☐ Experience Certificate

☐ ID Proof

☐ Others: \_\_\_\_\_

### 5. **Declaration**

I declare that the above information is true to the best of my knowledge. If any information is found false, my candidature may be rejected.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_