

# **SREE PADMANABHA SWAMY TEMPLE, THIRUVANANTHAPURAM**

Dated: 06.10.2020

## **NOTIFICATION**

Applications are invited from eligible persons for appointment as Executive Officer in Sree Padmanabha Swamy Temple, Thiruvananthapuram.

**1. Name of Post** : Executive Officer

**2. Number of Vacancy** : 1 No.

### **3. Qualifications**

#### General

The applicant for the post of the Executive Officer shall fulfill the following conditions:

- a) Shall be a citizen of India;
- b) Must have attained the age of 55 years and must not have attained the age of 65 years as on 1<sup>st</sup> of October, 2020;
- c) Must be active and healthy;
- d) Must profess Hindu religious rites and has to be a believer of God and temple worship; and
- e) Must have such character and antecedents which would qualify him for service in the post.

#### Educational Qualification

The Applicant must possess a Bachelor's degree from any recognized University.

#### Eligibility

The Executive Officer is expected to discharge his duties whole-time.

The eligibility of a candidate, to be considered for selection to the post, includes:

A. Essential

1. A person shall not be qualified for appointment unless the candidate has held the post of a Class-1 Officer or that of an equivalent rank under the Central Government or the State Government, for at least 3 (three) years; or

Has held a Managerial Post, having a pay structure of a Class-1 Officer or above in any public sector undertaking / Board for at least 3 (three) years in the category; or

Has held a Senior Managerial Post, having a pay structure of Class 1 Officer or above, for a period of at least 10 (ten) years, in any other organization having more than 200 employees.

2. Must possess written and oral communication skills in both English and Malayalam.
3. A person in the service of any Government or Public Sector Undertaking will not be eligible to apply. The candidate shall not be under any assignment or contract with any Government and/or its agencies / instrumentalities.

B. Desirable

1. Administrative skill in a senior management post.
2. Basic knowledge of Service and Finance Rules.
3. Familiarity with basic Accounting principles.
4. Has resided in Thiruvananthapuram for a period of at least one (1) year, any time during his lifetime.

#### **4. Term**

The term of Executive Officer will ordinarily be for a period of 3 (three) years from the date of appointment. The post of Executive Officer is not permanent and can be terminated at any time by the Administrative Committee, by giving 45 days' notice. The term of a person so appointed, may be extended for such period the Administrative Committee so desires, but not exceeding one year.

#### **5. Remuneration**

A consolidated amount of Rs.75,000/- per month. The Executive Officer shall not be eligible to draw any other emoluments or remuneration other than that prescribed.

#### **6. Role and Duties**

The role and duties of the Executive Officer include:

1. The directions issued by the Administrative Committee shall be implemented by the Executive Officer.
2. Subject to the control, supervision and directions of the Administrative Committee, the Executive Officer shall:
  - a) Be responsible for the day to day functioning and management (or administration) of the Temple.
  - b) Be responsible for the proper maintenance and custody of all the records, accounts and other documents of the Temple and that of movable and immovable properties of the temple;
  - c) Arrange for proper collection and accounting of the income of the Temple and incur the approved expenditure;

- d) Sue or be sued in the name of the Temple in all legal proceedings;
- e) Deposit such money received by the Temple in such bank as may be decided by the Administrative Committee and shall be the signatory to such cheques or orders against such money.
- f) The Executive Officer shall foster faith, devotion and ethical conduct in the Temple and shall ensure that the customs, traditions and usages of the Temple are followed and upheld.
- g) Shall abide by such Rules and Regulations as may be laid by the Administrative Committee.

## **7. Mode of Selection**

1. The shortlisted candidates will have to attend an interview.
2. Appointment of successful candidate will be subject to the verification of various original documents relating to age, qualifications, caste, experience and Medical Fitness Certificate issued by a Civil Surgeon.

## **8. How to apply**

1. Application, with all relevant details, viz. Name of Applicant, Age & Date of Birth, Contact details (including Permanent Address / Present Address / Mobile No. and e-mail ID), Religion and Caste, Educational Qualifications, Experience, Signature etc., shall be submitted in a good quality A4 size paper.
2. The applicant should affix a recently taken passport size photograph in the application.

3. The applicant shall enclose self attested copies of the certificate(s) regarding educational qualification and also with regard to their experience.

4. Applications which do not comply with the instructions will be rejected.

5. Application shall be submitted to the **Executive Officer, Sree Padmanabha Swamy Temple, Fort P.O., Thiruvananthapuram - 695023, by post / directly**, on or before **23.10.2020**.

6. Those who submit their application by post shall send their application sufficiently early in order to avoid postal delay.

7. Applications received after the last date shall, under no circumstances be considered.

8. The cover containing the application shall be superscribed **“APPLICATION FOR THE POST OF EXECUTIVE OFFICER”**.

### **9. Other terms and conditions**

1. Submission of incorrect or false information shall disqualify the candidature at any stage.

2. Mere fulfilling of the essential qualification / experience will not bestow any guarantee for selection.

3. The post of Executive Officer is purely on temporary basis and the candidate shall not have any right to claim for any type of permanent employment or the benefits of such employment.

4. The Administrative Committee has the right to accept / reject any application without assigning any reason thereof and no correspondence / recommendation will be entertained in this matter.

5. Canvassing and bringing outside influence in any form will be treated as disqualification and the candidate will be debarred from selection process.

6. The selected candidate has to sign an agreement of contractual appointment.

7. Any addendum / corrigendum in respect of the above vacancy notification shall be issued on the Website of Sree Padmanabha Swamy Temple “[www.sreepadmanabhaswamytemple.org](http://www.sreepadmanabhaswamytemple.org)” and no separate notification shall be issued in the print media. Applicants are requested to regularly visit the website so as to keep them updated.

**Administrative Committee**