

JOB NOTIFICATION

Notification No.KTDFC/A1/Estt/120/2016 dated 04/12/2019

Kerala Transport Development Finance Corporation Ltd (KTDFC), a Non-Banking Finance Company fully owned by the Government of Kerala having its head office at Thiruvananthapuram is on the look out for suitable candidates to engage against the following post on **CONTRACT** basis.

COMPANY SECRETARY : 1 Post

The prescribed nature and qualification for the post are detailed below.

a. Mode of Engagement

The appointment shall be **TEMPORARY** on **CONTRACT** basis, initially for a period of **ONE YEAR**, extendable if necessary or till regular appointment is made to the post of Company Secretary, whichever is earlier.

b. Qualification and experience

Member of Institute of Company Secretaries of India with minimum **two years (2 years)** of post qualification experience. Associate Chartered Accountant/Associate Member of Institute of Cost Accountants will be treated as a preferable additional qualification.

c. Monthly remuneration

Consolidated amount of **Rs.50,000/-** (Fifty thousand)

d. Duties and Responsibilities

All statutory duties as well as other financial and audit matters, as may be specified by the Company from time to time.

THE ENGAGEMENT IS FULL TIME AND NON-PRACTICING.

Sample Application : Application for the post applied for may be prepared in line with the corresponding sample application forms attached to this notification. If required, additional sheets can be used to furnish information.

Enclosures : Self attested copies of documents to prove Identity, Address, Age, Qualification, Experience etc shall be enclosed with the application.

Apply through Proper Channel : Those who work in Government Departments/Public Sector Organizations may forward their applications through **Proper channel**. However they can submit **Advance copy** of the application to avoid delay.

Last date for receipt of applications : Applications shall reach the address given below through **Post / Courier / by Hand** before **5 pm on 31/12./2019** (Late applications will be summarily rejected. KTDFC will not be responsible of and postal/courier delay).

Application sent through email or any other electronic means will not be accepted.

CANVASSING IN ANY FORM WILL LEAD TO THE REJECTION OF THE APPLICATION.

Address to which applications to be sent:

Managing Director
Kerala Transport Development Finance Corporation Ltd
Level 8, 6th Floor, TRANSTOWERS, Vazhuthacaud
Thiruvananthapuram, Kerala - 695014
Phone : **0471-2326883**
Web Site : **www.ktdfc.kerala.gov.in**

Thiruvananthapuram

Sd/-
Managing Director



KERALA TRANSPORT DEVELOPMENT FINANCE CORPORATION LTD

A Non Banking Finance Company, fully owned by Government of Kerala
Level 8, 6th Floor, TRANSTOWERS, Vazhuthacaud, Thiruvananthapuram - 695014

*Affix a
recent
passport size
photograph*

APPLICATION FOR CONTRACT ENGAGEMENT

Post Applied for : **COMPANY SECRETARY**

Notification Number & Date : **No.KTDFC/A1/Estt/120/2016 dated 04/12/2019**

1	Name of the Applicant (in Block letters)	
2	Name of Father / Husband	
3	Date of Birth & Age as on 01.01.2016	
4	Gender	
5	Nationality	
6	Religion and Caste	
7	Permanent address with Pin Code	
8	Address for correspondence with Pin Code	
9	Phone Number, Mobile Number, email-id	
10	Place of Birth with District & State	
11	Mother tongue	
12	Languages known	

Academic qualifications in descending order upto 10th standard

Examinations Passed	Discipline/Specialization	School/College/Institute	Board/University	Year of Passing	Marks in %	Class / Grade

Computer proficiency (give details)

Extra Curricular Achievements (if any)

Experience (Use separate sheets, if required)

From	To	Total years & Months	Organization	Designation	Job Profile

Any other relevant information

References :

(Details including address, Contact Phone Number, email-ID of two references may be furnished)

1.

2.

I hereby declare that I have carefully read the notification concerned and that all entries in this application as well as in the attached sheets are true to the best of my knowledge.

Date

Signature

Place

Name

N.B:

- 1. Self attested copies of documents to prove identity, age & date of birth, qualifications and experience shall be enclosed with the application.***
- 2. If required additional sheets can be used to furnish information on any aspects/points specified in the sample application.***