

JOB NOTIFICATION

Notification No. Estt.A1/3828/KTDFC/2020

dated: 07/02/2024

COMPANY SECRETARY

Kerala Transport Development Finance Corporation Limited (KTDFC), a Non Banking Financial Company fully owned by the Government of Kerala, having its head office at Thiruvananthapuram, is on the lookout for suitable personnel to engage on contract basis as Company Secretary'.

The nature of engagement, qualifications and other details are mentioned below:

a. Mode of Engagement: -

The engagement shall be temporary on contract basis for a period of one year, extendable if necessary and found satisfactory, or till regular appointment is made to the post of Company Secretary, whichever is earlier.

b. Qualification & Experience:-

Minimum : Member of Institute of Company secretaries of India having at least 10 yrs experience in NBFC's.

Desirable : Associate Chartered Accountant/Associate Member of Cost and Management Accounts will be treated as a preferable additional qualification

c. Monthly Remuneration: -

Rs. 65,000/- (Consolidated)

d. Maximum Age Limit

Maximum 60 years as on 01.01.2024.

e. Duties and Responsibilities:-

All statutory duties as well as other financial, accounting and audit matters, as may be specified by the Company from time to time. The engagement is full time and non-practicing.

f. Probable number of vacancies: - 1

KTDFC reserves the right to fill or not fill the post advertised or to revise the number of vacancies.

g. Sample Application

Application may be prepared in line with the sample application form attached to this notification. If required, additional sheets can be used to furnish information.

h. Enclosures:

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

i. Apply Through Proper Channel

Those who work in Govt. Departments/ Public Sector Organizations may forward their applications through proper Channel. However they can submit advance copy of the application to avoid delay.

j. Last date for receipt of applications

Applications shall reach the address given below through post/ courier/ by hand before **5 pm on 24/02/2024** (Late Applications will be summarily rejected. KTDFC will not be responsible for postal/ courier delay). Application sent through email or any other electronic means will not be accepted.

k. Important

Canvassing in any form will lead to the rejection of the application.

l. Address to which Applications to be sent :-

Managing Director

Kerala Transport Development Finance Corporation Ltd.

Trans Towers, 6th Floor, Vazhuthacaud, Thiruvananthapuram - 14

Phone: 0471-2326883 website: www.ktdfc.kerala.gov.in