

JOB NOTIFICATION

Notification No. KTDFC/5444/RRT/2023 dated: 26.12.2023

RECOVERY OFFICER

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 'Recovery Officer'.

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.

b. Qualification & Experience:-

Minimum : 5 (Five) years of experience in Revenue Recovery related matters, preferably an officer retired from the Revenue Department at least in the post of Deputy Tahsildar and above.

Desirable : Experience in Revenue Recovery matters in any of the Government Financial Institutions.

c. Monthly Remuneration: -

Rs. 35,000/- (Consolidated)

d. Duties and Responsibilities:-

Such duties and functions related to recovery of defaulted amounts from various customers of KTDFC, and as may be specified by the Company from time to time.

e. Probable number of vacancies: - 1

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

f. 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.

g. Enclosures:

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

h. 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.

i. Last date for receipt of applications

Applications shall reach the address given below through post/ courier/ by hand before 5 pm on 10.01.2024 (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.

j. Important

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

k. 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

KERALA TRANSPORT DEVELOPMENT FINANCE CORPORATION LIMITED
(A Government of Kerala Undertaking)

APPLICATION FOR CONTRACT ENGAGEMENT

Affix a recent
colour passport
size photo

Post Applied for : **Recovery Officer**

Notification Number &date : **KTDFC/5444/RRT/2023** dated **26.12.2023**

1. Name of the Applicant (in block letters)	
2. Name of Father/ Husband	
3. Date of Birth & Age as on 01.12.2023	
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 up to 10th standard:

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

Computer Proficiency (give details) :

Extracurricular Achievements if any:

Experience (Use separate sheets, if required) :

From	To	Total years & months	Organization	Designation	Job Profile

Any Other Relevant Information :-

Referees : (Details including address, phone number and E-mail ID of two referees 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 :

Note:

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.