

## Job Notification

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

Dated 23-09-2020

**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 look out for suitable candidate to engage against the following post on contract basis:

**Company Secretary**

**- 1 Post**

The prescribed nature and qualifications of the above 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 & Experience:-**

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

**c. Monthly Remuneration: -**

Consolidated salary of Rs. 50,000/- (Rupees Fifty Thousand only) per month.

**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 form 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, Qualifications , Experience etc. shall be enclosed with the application.

**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.

**Last date for receipt of applications:-** Applications shall reach the address given below through post/ courier/ by hand before **5 pm on 30-10-2020** (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.

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

**Address to which Applications to be sent :-**

Chairman & Managing Director

Kerala Transport Development Finance Corporation Ltd.

Trans Towers, 6<sup>th</sup> Floor

Vazhuthacaud, Thiruvananthapuram - 695014

Phone: 0471-2326883, website: [www.ktdfc.kerala.gov.in](http://www.ktdfc.kerala.gov.in)

Sd/-

Thiruvananthapuram

**Chairman & Managing Director**