

## **Job Notification**

**Notification No. KTDFC/A1/Estt/120/2016 Dated 19-11-2016**

**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 candidates to engage against the following posts on contract basis:

- |  |                  |
|--|------------------|
| <b>1. Company Secretary</b>            | <b>- 1 Post</b>  |
| <b>2. Assistant Manager (Finance)</b>  | <b>- 1 Post</b>  |
| <b>3. Assistant Manager (Accounts)</b> | <b>- 2 Posts</b> |

The prescribed nature and qualifications of the above posts are detailed below:

### **1. Company Secretary – 1 post**

#### **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 Institute of Cost Accountants will be treated as a preferable additional qualification,

#### **c. Monthly Remuneration: -**

Consolidated amount of Rs. 50,000/- (Negotiable )

#### **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.

## **2. Assistant Manager (Finance) – 1 post**

### **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 appointments are made to the post of Assistant Manager (Finance) , whichever is earlier.

### **b. Qualification & Experience:-**

Associate Chartered Accountant/Associate Member of Institute of Cost Accountants of India and at least 2 Years experience in Public/Private sector.

### **c. Monthly Remuneration: -**

Rs. 40,000/- (Consolidated)

### **d. Duties and Responsibilities :-**

All financial and audit related matters and such other functions as may be specified by the Company from time to time.

The engagement is full time and non-practicing.

## **3. Assistant Manager (Accounts) – 2 posts**

### **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 appointments are made to the posts of Assistant Manager (Accounts), whichever is earlier.

### **b. Qualification & Experience:-**

Associate Chartered Accountant/Associate Member of Institute of Cost Accountants and at least 2 Years experience in Public/Private sector.

### **c. Monthly Remuneration: -**

Rs. 40,000/- (Consolidated )

**d. Duties and Responsibilities :-**

All accounts and audit related matters and such other functions 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. For the posts of Company Secretary, Assistant Manager(Finance) and Assistant Manager(Accounts), separate duly filled application forms are necessary.

**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 05-12-2016** (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.

**Important :** 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.

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

Vazhuthacaud, Thiruvananthapuram - 14

Phone: 0471-2326883, website: www.ktdfc.com

Sd/-

Thiruvananthapuram

**Managing Director**