

Regd. Office : Level 8 (6th Floor), Trans Towers, Vazhuthacaud, Thiruvananthapuram - 695 014

Tel : 0471 - 232 6883, 232 7881, 232 7882, 232 1144, Fax : 0471-232 6884

E-mail : mail@ktdfc.com, Web : www.ktdfc.kerala.gov.in, CIN : U 65923 KL 1991 SGC005985

Job Notification

Notification No. Estt/A1/5405/KTDFC/2020

Dated: 29/06/2021

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 '**Confidential Assistant**' in its office at Thiruvananthapuram. The nature of engagement, qualifications and other details are mentioned below:

Confidential Assistant

a. Mode of Engagement: -

The engagement shall be temporary on contract basis for a period of one year, extendable if necessary **or** till regular appointment is made to the post of Junior Grade Confidential Assistant, **whichever is earlier**.

b. Qualification & Experience:-

I. Basic Qualification:

Diploma in Commercial Practice with minimum 50% marks

II. Preferable Additional Qualifications:

- i. Degree recognized by any of the Universities in Kerala
- ii. Typewriting (English – Higher)
- iii. Typewriting (Malayalam – Lower)
- iv. Shorthand (English- Lower) and
- v. Shorthand (Malayalam –Lower)

c. Monthly Remuneration: -

Rs. 20,000/- (Consolidated)

d. Duties and Responsibilities:-

Such duties and functions in the Office 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.

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

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 14-07-2021** (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 :-

Chairman & Managing Director
Kerala Transport Development Finance Corporation Ltd.
Trans Towers, 6th Floor
Vazhuthacaud, Thiruvananthapuram - 14
Phone: 0471-2326883, website: www.ktdfc.kerala.gov.in

Sd/-

Thiruvananthapuram

Chairman & Managing Director