

**KERALA FINANCIAL CORPORATION**  
**VELLAYAMBALAM, THIRUVANANTHAPURAM – 695033,**  
Kerala, India; Phone: +91-471-2737500, 2737575, 2737567  
Web: www.kfc.org, Email:hrd@kfc.org

**NOTIFICATION**

Notification No. KFC/01(R)/2023-24 dated **16.06.2023**

**Sub: Appointment to the post of Company Secretary - Reg**

Kerala Financial Corporation (KFC), incorporated under the State Financial Corporations Act of 1951, is a trendsetter and path breaker in the field of long-term finance, playing a major role in the development and industrialization of Kerala. Established as Travancore Cochin Financial Corporation on 01.12.1953 and renamed as Kerala Financial Corporation consequent to the reorganization of states on a linguistic basis in November 1956, KFC has now become a pioneer in industrial financing and is among the best SFCs of the country. KFC is an ISO certified organization, posting profits continuously, having 16 Branch Offices with its Head Quarters at Thiruvananthapuram and Zonal Offices at Kozhikode, Ernakulam and Thiruvananthapuram.

Kerala Financial Corporation invites applications for the permanent post of Company Secretary. The details are given below:

**1. No of posts, Age, Qualifications & Experience:**

<b>Name of the Post</b>	<b>Company Secretary</b>
No. of Posts	01 post (Permanent). Open Category
Age Limit	Age shall be below 40 years as on the notification date. Necessary age relaxation is applicable to the reservation category (03 years for OBC/ Muslim/ E/B/T/ LC/AI candidates and 05 years for SC/ ST Candidates)
Education Qualification	Member of the Institute of Company Secretaries of India (ICSI)
Experience	Should have seven years of post-qualification experience working as a Company Secretary in Government/ Public/ Private Companies.

**2. Application Form and Mode of Application.** Interested candidates, fulfilling eligibility criteria, may apply via **ONLINE mode only** by filling the prescribed application form given in the website of Kerala Financial Corporation (KFC), Thiruvananthapuram (www.kfc.org).

**3. Last date of submission of application:**

- The online application submission link will be open on **16.06.2023 (10.15 am)**
- The last date for submitting the online application is **30.06.2023 (5.15 pm)**

Application submitted through other modes shall not be accepted.

#### **4. Instructions for Scanning of Photograph & Signature:**

- Scan the latest photograph of the candidate and upload the same in the space provided in the online application [scanned image shall be less than 200KB in \*.JPG format only]
- Candidate shall make his/ her signature on a white paper, scan the same and upload it in the space provided in the online application [scanned image shall be less than 50KB in \*.JPG format only]
- The candidate has to scan his full signature, since the signature is proof of identity, it must be genuine and in full: initials are not sufficient. Signature in CAPITAL LETTERS is not permitted. The signature must be signed only by the candidate and not by any other person.
- The candidate has to scan and upload all relevant documents for proof of age, caste, educational qualification and experience in the space provided in the online application [scanned image shall be less than 400 KB in \*.JPG format only]

#### **5. Selection:**

- The applications will be subjected to a scrutiny based on the details provided by the candidate and a list of candidates eligible for further selection process will be prepared.
- The selection will be done through written test and interview.
- Date of the written test/ interview and the list of selected candidates will be published on the website [www.kfc.org](http://www.kfc.org) and individually intimated through the email address of the applicants only. Corporation will not be responsible for bouncing back of any email sent to the candidates. No TA/DA will be paid for attending written test/ interview. Candidates should check the website [www.kfc.org](http://www.kfc.org) for the latest details.
- Candidates who obtain cut off mark of 40% and above in the written exam will only be called for the Interview. The rank list will be prepared based on marks of written test and interview. The weightage for written test and interview will be in the ratio of 80:20 respectively.
- The rank list will be published on the KFC website [www.kfc.org](http://www.kfc.org).
- The admittance to various stages of the recruitment will be provisional only and will not confer any claim.
- Detailed scrutiny of the applications/ credentials will be conducted before written test/ interview/ appointment. Any discrepancy found during the detailed scrutiny will result in the rejection of candidature.

- KFC reserves the right to shortlist the candidates for selection process based on relevancy of experience, quality of academic achievements and overall suitability of the candidates to the position.
- The Selected Candidate will be given an offer letter for the appointment on regular basis as Company Secretary in the Manager cadre and will be placed on probation for a period of two years within a continuous period of three years duty. The selected candidate should have sound health and have to be certified medically fit by an authorized Government registered Medical Practitioner.

6. **Scale of pay:** Rs.54450-2150-63050-2400-72650-2650-83250-2900-94850-3150-101150

7. **Other benefits.** The selected candidate will be eligible for DA, HRA, LTC, etc. at Government rates. In addition, the employee will be eligible for Conveyance Allowance, House Building Loan, Conveyance loan, Personal Loan, NPS, Gratuity, Medical reimbursement facility, Earned leave surrender, Annual Incentives, etc. as per the Rules and Regulations of the Corporation.

8. **Place of work.** The Place of posting will be at Head Office, Thiruvananthapuram. However, the applicant should be willing to work at any of the branch/ Zonal offices of the Corporation, if required by the Management of KFC.

**9. General Conditions:**

- The notification can be withdrawn at any time by the competent authority without assigning any reason thereof. The cancellation, if any, will be published on the website of the Corporation.
- Applicants must be citizens of India.
- The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this recruitment before applying online.
- The Corporation reserves the right to reject any application, without assigning any reason.
- Experience acquired after the date of passing of the qualification stipulated shall only be considered.
- The candidates shall submit caste certificate/ non-creamy layer certificate, as applicable.
- KFC is not responsible for any discrepancy in submitting the application. The applicant should not furnish any false, tampered, fabricated information or suppress any material information while filling up the application form. If the particulars furnished in the Online application form do not match with the original documents produced his/ her candidature will be rejected.

- In the event of any information provided by the candidates being found false or incorrect at any stage, their candidature/ appointment is liable to be cancelled/ terminated without any notice.
- KFC reserves the right to call for any additional documentary evidence from candidates in support of educational qualifications/ experience/ other notified eligibility requirements.
- KFC reserves the right to fill or not fill the post advertised.
- The validity of the rank list will be one year from the date of completion of selection process.
- Applicants should have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. KFC will send intimation for written test/ Interview to his/ her registered e-mail ID only. In case a candidate does not have a valid personal e-mail ID, he/ she should create his/ her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.
- In case of any issue faced by the candidates in filling up the online application form they may contact the HELP DESK on the phone number: 0471 2737575 or Toll free No.1800 425 8590 between 10.15 am and 5.15 pm on working days
- All other usual conditions of regular appointment shall apply.

**16.06.2023**  
**Thiruvananthapuram**

Sd/-  
Chairman Managing Director

**KERALA FINANCIAL CORPORATION  
VELLAYAMBALAM, THIRUVANANTHAPURAM - 695033**

**APPLICATION FOR THE POST OF COMPANY SECRETARY**

Latest Passport  
Size Photo

Notification No. KFC/01(R)/2023-24 dated **16.06.2023**

1	Name				
2	Age as on <b>16.06.2023</b> & Date of birth (Copy of Aadhaar to be attached)				
3	Sex				
4	Nationality				
5	Religion				
6	Caste				
7	Phone Number: Land Line: Mobile No.:				
8	Email ID (Shall be legible, all future correspondence will be through email ID only)				
9	Permanent Address				
10	Address for Communication				
11	Academic Qualifications (SSLC onwards) (self-attested copies to be enclosed)				
	Qualification	Name of Institution	Name of University	Year of Passing	% of Marks
12	Post qualification experience (Attach separate sheets if required) (self-attested copies to be enclosed)				
	From	To	Name of Organization	Designation	Nature of Work

13	Total post qualification experience (in number of years) (Minimum 7 years)				
14	Details of experience in Company Secretarial matters, Corporate Governance, Legal compliances, compliance monitoring, auditing processes/practices, SEBI regulations and compliances, filing of returns etc				
15	Any other information (Attach separate sheets if required)				

Self-attested copies of academic qualifications, experience and proof for age to be uploaded along with the application. Incomplete/ ineligible/defective applications will be summarily rejected without giving any notice to the applicant.

### **DECLARATION**

1. I hereby declare that all information furnished in the application form are true, complete and correct to the best of my knowledge and belief. I also agree that my candidature/appointment shall be cancelled at any stage/time if it is found that the information furnished is incorrect/false or suppressed any material fact (s).

2. I agree to receive all correspondence by email.

Place:

Date:

Signature of the candidate