KERALA PUBLIC ENTERPRISES (SELECTION & RECRUITMENT) BOARD

Vellayambalam, VikasBhavan P.O,Thiruvananthapuram

E-mail : kpesrb@gmail.com Tel : 0471-2995042

NOTIFICATION

CATEGORY NO: **020/2026**

Opening Date: 20-11-2026 Closing Date: 19-12-2026

Name of the PSU/Department	:	Kerala Transport Development Finance Corporation Limited
Name of the post	:	Company Secretary
No. of Vacancy	:	1
Post Type	:	Contract
Consolidated Pay	:	65,000

I. COMPANY/DEPARTMENT PROFILE:

Kerala Transport Development Finance Corporation Limited KTDFC is a Non Banking Financial Company fully owned by the Government of Kerala and having a valid certificate of Registration issued by Reserve Bank of India under section 45 IA of the RBI Act 1934.

II. JOB DESCRIPTION AND RESPONSIBILITIES:

Convening and providing administration for Annual General Meetings (AGMs): for example, preparing agendas, minutes, conveying decisions and handling meeting correspondences. Providing legal, financial and/or strategic advices. Ensuring compliance to all statutory & regulatory requirements, implementation of Board decisions. Maintenance of secretarial records, statutory books & registers, any other responsibilities allocated including internal audit and legal matters.

III. ELIGIBILITY:

1. QUALIFICATION:

a) Member of Institute of Company Secretaries of India b) AICWAI shall be a preferable additional qualification.

2. AGE LIMIT:

Maximum age of 35 years as on the date of Notification.

3. EXPERIENCE:

Three years' experience in a reputed organization after acquiring the qualification.

4. DESIRABLES:

Experience in NBFC is desirable.

5. PERIOD OF CONTRACT:

The period of contract appointment is initially for one year, which is extendable subject to the sole discretion of KTDFC.

6. APPLICATION FEE:

Rs.1000/–, For SC/ST candidates : Rs.250/

IV. NOTE TO APPLICANTS:

1. The applicants are required to go through the notification carefully and satisfy themselves about their eligibility for this recruitment before applying
2. Admittance to the written examination/skill test/interview will only be provisional. The Board will have the right, not to evaluate the performance of the candidate if material discrepancy is found regarding the applications/credentials at any stage of the recruitment. The candidature of such applicants will be rejected.
3. Candidates shall submit their applications only through online mode.Applications submitted through any other medium will be summarily rejected.
4. Candidates must upload their essential qualification and essential experience certificates while applying.The applications in respect of those who fail to upload the certificates shall be summarily rejected.
5. Candidate should provide a valid email ID and mobile number as all correspondences pertaining to the recruitment will be communicated to the registered email id and mobile number provided at the time of filling online application.
6. Relaxation in upper age limit is applicable to eligible candidates as per rules.

7. SC/ST/OBC/EWS candidates will be eligible for reservation benefits as per rules, provided they upload valid and updated relevant certificates (Caste Certificate/Community Certificate/Non-Creamy Layer Certificate/EWS Certificate) as the case may be. In the absence of valid certificates, no reservation benefits will be granted.

8. Any form of canvassing or attempt to influence the selection process will result in disqualification of the candidate.

9. The Board reserves the right to modify, postpone or cancel the recruitment process at any stage without assigning any reason

10. Candidates are advised to keep a print out of the completed online application form for future reference.

Secretary
Kerala Public Enterprises
(Selection & Recruitment) Board