



Kerala Tourism Development Corporation Limited

(A Government of Kerala Undertaking)

P.B No.5424, Mascot Square, Vikas Bhavan P.O

Thiruvananthapuram -695 033, Kerala, India

Phone:++91-471- 2721243/45/48, Fax: 2721249 Website:

www.ktdc.com

GST IN 32AABCK0385J1ZP, CIN U63040KL1965SGC002120

KTDC/PA 2/BC (C)/2025

25-06-2025

**APPLICATION INVITED FOR THE POST OF BILL CLERK ON A
CONTRACT BASIS**

Kerala Tourism Development Corporation Limited, the official host to God's own country, is on the lookout for suitable person for appointment as Bill Clerk on contract basis.

The terms and conditions are as listed below:-

Name of post	: Bill Clerk on contract basis
No. of vacancy	: 07 (Seven)
Consolidated pay	: Rs. 18000/- per month
Qualification	: SSLC or its equivalent
Age usual	: Between 18 and 36 years as on 1st January 2025 with relaxation to eligible SC, ST and OBC candidates
Nature of posting	: Contract basis
Term of contract	: One year or till a regular candidate report for duty, whichever is earlier.

Candidates satisfying the above requirements may send the duly filled application form in the prescribed format as uploaded in the official website, www.ktdc.com along with self-attested copies of the certificates for proof of age, qualification etc. super scribing the post applied for. The same may be forwarded to this office to the following address so as to reach this office before **5.15 PM on 14th July, 2025**. The qualified candidates will have to attend written test / interview, which will be intimated to the eligible candidates by memo.

The Managing Director

Kerala Tourism Development Corporation Ltd

Mascot Square, P.B.No. 5424, Thiruvananthapuram 695033

Ph:- 0471- 2721243. www.ktdc.com

Sd/-

**SIKHA SURENDRAN IAS
MANAGING DIRECTOR**

Approved for issue,

Signed by

Sajeer S

Date: 25-06-2025 17:27:13

Personnel Officer



Kerala Tourism Development Corporation Limited

(A Govt. of Kerala Undertaking)

Corporate Office: Mascot Square, p b No 5424, Thiruvananthapuram – 695 033.

Phone + + 91 471 2 721243 E-mail: personnelwingktdc.com, po@ktdc.com

Web site www.ktdc.com

GENERAL INSTRUCTIONS TO THE CANDIDATES

- 1) A Demand Draft for **Rs.200/-** (Rupees Two Hundred Only) drawn in favour of the Managing Director, KTDC Ltd payable at Thiruvananthapuram, to be enclosed along with the application.
- 2) There is no application fee for SC/ ST and Differently Abled candidates.
- 3) Application without the specified DD will summarizely be rejected, except SC / ST and Differently abled candidates.
- 4) Self attested copy of medical certificate from Medical Board, if differently abled.



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Web site: www.ktdc.com

Write your
name in the
back of your
photograph and
paste here

APPLICATION FOR BILL CLERK ON CONTRACT

01. Name (in block letters :
as in SSLC or equivalent)
02. Address for communication :
03. E-mail id. :
04. Mobile Nos. :
05. Permanent address :
06. Aadhaar No & PAN No :
07. Passport Details :
08. Age as on 01/01/2025 & Date of birth:
09. Sex :
10. Religion & Caste (Specify SC/ST/OBC) :
11. Whether married :
12. Physical Characteristics : Height : Cm.
Weight : Kg.
13. Identification marks : (i)
(ii)
14. Family Details (Parents, Brothers, Sisters, Wife / Husband & Children)

Sl. No	Name	Age	Occupation	Relationship

15. Salary drawn presently :

16. Academic Records (Including Courses Completed from SSLC onwards)

Sl. No	Name of Course	Name & Address of institution where studied	Date of Entry	Date of Leaving	Class / Rank obtained	Year of passing	Elective Subject / Specialisation

17. Previous Employment History:

Sl. No	Name of the Organisation	Period		Post Held	Salary Drawn	Reason for leaving
		From	To			

18. Name and address of two references with contact number

(i)

(ii)

DECLARATION

I hereby declare that all details furnished above are true and correct to the best of my knowledge and belief, I am aware that in the event of furnishing any false information/suppressing any information, the Corporation reserves its right to terminate my service without notice or pay in lieu thereof.

Place:

Date:

Signature of Candidate