



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/CS ©/2025

06-02-2025

**APPLICATION INVITED FOR THE POST OF COMPANY SECRETARY ON
CONTRACT BASIS**

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

The terms and conditions are as listed below:-

Name of post	:	Company Secretary on contract basis
No. of vacancy	:	01 (One)
Consolidated Pay	:	Rs. 60,000/- pm
Qualification	:	1) Degree in any discipline. 2) Fellow or Associate Member of ICSI. Preference will be given to person with accounting qualification.
Experience	:	More than 2 years of experience.
Age	:	Upto 55 years as on 01/01/2025.
Nature of posting	:	Contract basis.

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 & experience 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 27th February, 2025**. The qualified candidates will have to attend an interview, which will be intimated to the eligible candidates through memo / email or telephone call.

The Managing Director
Kerala Tourism Development Corporation Ltd

Mascot Square, P B No. 5424
Thiruvannathapuram - 695033
Ph: 0471 - 2721243. www.ktdc.com

Sd/-
SIKHA SURENDRAN IAS
MANAGING DIRECTOR

Approved for issue,
Signed by Sajeer S
Date: 06-02-2025 10:02:22

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 2721243/45/48 E-mail: personnelwing@ktdc.com
Web site: www.ktdc.com

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

APPLICATION FOR COMPANY SECRETARY 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