



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(C)/2025

31-10-2025

APPLICATIONS INVITED FOR THE POST OF COMPANY SECRETARY (ON CONTRACT BASIS)

Kerala Tourism Development Corporation Limited, the official host to *God's Own Country*, invites applications from qualified candidates for appointment as **Company Secretary on contract basis**.

Details of the Post

Name of Post	Company Secretary (on Contract Basis)
No. of Vacancy	01 (One)
Consolidated Pay	₹60,000/- per month
Qualification	1. Degree in any discipline 2. Fellow or Associate Member of the Institute of Company Secretaries of India (ICSI). 3. Preference: Candidates with accounting qualifications
Experience	Minimum 2 years of relevant experience.
Age Limit	Up to 55 years as on 01.01.2025. <i>Usual relaxation applicable for SC/ST/OBC candidates.</i>
Nature of Engagement	Contract Basis

Candidates satisfying the above criteria may send their **duly filled application form** (available on the official website www.ktdc.com) along with **self-attested copies** of the following documents:

- Proof of age
- Educational qualifications
- Experience certificates
- Certificate proving **ACS/FCS number**

The application, complete in all respects, should be sent in a sealed envelope **superscribed with "Application for the Post of Company Secretary (Contract Basis)"** and forwarded to the following address so as to **reach this office on or before 5:15 PM on 20th November 2025**. Eligible candidates will be shortlisted and called for an interview, the details of which will be communicated through email and telephone.

The Managing Director

Kerala Tourism Development Corporation Ltd

Mascot Square, P.B. No. 5424

Thiruvananthapuram – 695033

General Information

- Incomplete or late applications will be summarily rejected.
- The management reserves the right to cancel or modify this notification without assigning any reason.
- The decision of KTDC in all matters relating to recruitment shall be final and binding.

Sd/-
SIKHA SURENDRAN IAS
MANAGING DIRECTOR

Approved for issue,

Signed by

Sajeer S

Date: 31-10-2025 17:23:19
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