

KERALA FINANCIAL CORPORATION
VELLAYAMBALAM, THIRUVANANTHAPURAM -695033
Kerala, India; Phone: 0471-2737575, 2737566, 2737567
Web: www.kfc.org, Email: hrd@kfc.org

NOTIFICATION

Notification No. KFC/04/2022-23 dated **14.06.2022**

Sub: Contract Appointment to the post of 'Office Executive' – Reg

Kerala Financial Corporation (KFC), incorporated under the State Financial Corporations Act of 1951, is a trend-setter and path breaker in the field of long-term finance, playing a major role in the development and industrialization of Kerala. Established as the 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 temporary posts of '**Office Executive' on a contract basis** for a period of one year, extendable annually based on performance up to a maximum of three years.

1. **Qualifications:** Graduate with minimum English computer typing Speed of 25 WPM and one year experience. Should have proficiency in MS word and Excel. The Corporation reserves the right to screen and modify the qualification/ experience based on the number of applications received.

2. Job Description.

1. Assisting Office works
2. English and Malayalam Computer typing works
3. Data entry works

3. **Age.** Less than **30 years as of 14.06.2022** with usual relaxation for reservation categories.

4. **Application Form:** The applicants should apply in the format given as **Annexure 'A'**. The completed application forms in hard copy should be sent by post/ courier to "The Executive Director, Head Office, Kerala Financial Corporation, Vellayambalam, Thiruvananthapuram-695033, Kerala" super scribing name of the post over the envelope. The application should be complete in all aspects. Incomplete and ineligible applications will be summarily rejected. Applications received in soft copies will be rejected.

5. **Last date of receipt of application:** The last date of receipt of application at KFC is **02.07.2022, 5 PM**. Applications received after the last date will be summarily rejected without any notice to the applicant.

6. **Date of Interview:** Dates of practical/ interview will be published in the website www.kfc.org and also intimated through the email address of the applicants.

7. **Selection:** The rank list will be prepared based on marks of interview and the list of selected candidates will be published in KFC website www.kfc.org. The candidates who clear the practical exam (typing speed and computer proficiency) only will be called for the interview. The Corporation reserves the right to conduct written test depending on the number of applications received. Selected candidates will be given an offer letter for the appointment on a contract basis for a period of one year from the date of appointment, annually renewable up to three years based on performance.

8. **Number of posts – 05**

9. **Remuneration.** Consolidated pay up to **Rs.16,000/-** per month.

10. **Place of work.** The applicant has to work in any of the Districts in Kerala.

11. The Corporation reserves the right to reject any application. The Corporation also reserves the right to terminate the service of the appointed candidates at any time, by giving notice, without assigning any reason.

12. Admit cards for the short-listed candidates appearing for the practical/ interview will be sent through e-mail and the list of short-listed candidates will be published on KFC website.

13. **General Conditions**

- (i) The applications should be submitted strictly in the format prescribed.
- (ii) The notification can be withdrawn at any time by the competent authority without assigning any reason therefor. The cancellation, if any, will be published on the website of the Corporation.
- (iii) All other usual conditions of contract appointment shall apply.

14.06.2022

Thiruvananthapuram

sd/-
Chairman and Managing Director

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

APPLICATION FOR THE POST OF 'Office Executive' ON CONTRACT BASIS

Notification No. KFC/04/2022-23 dated **14.06.2022**

Passport Size
Photo (self-
attested over the
photo)

1	Name				
2	Age & Date of birth as of 14.06.2022 (age should not be more than 30 years) (Copy of Aadhaar to be attached)				
3	Sex				
4	Nationality				
5	Religion				
6	Caste				
7	Phone Number: Land Mobile				
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)				
14	pre-qualification experience details				
15	Any other information (Attach separate sheets if required)				

Self-attested copies of academic qualifications, experience and proof for age to be enclosed 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 wrong.

2. I agree to receive all correspondence by email.

Place:

Date:

Signature of the candidate