

**KERALA STATE BACKWARD CLASSES DEVELOPMENT CORPORATION LTD**  
**(A Government of Kerala Undertaking)**

2955/E1/2022/KSBCDC

Dated : 30/06/2022

**NOTIFICATION FOR APPOINTMENT OF COMPANY SECRETARY**  
**(FULL TIME)**

Kerala State Backward Classes Development Corporation Ltd (KSBCDC) is a Private Limited Company fully owned by the Government of Kerala, registered under the Companies Act 1956 on 28-02-1995 with its Registered Office at Thiruvananthapuram. The Corporation has offices in all the 14 Districts of the State and 20 Taluk level Sub District Offices. Our Mission is "Freedom from Poverty and Backwardness" of the targeted communities in the State of Kerala.

Authorized and Paid up Share Capital of the Company is ₹ 150 Crores. The request to enhance the authorised Share Capital to ₹ 200 Crore is pending with the Government. KSBCDC is the State Channelizing Agency of three National Agencies – National Backward Classes Finance Development Corporation Ltd. (NBCFDC) and National Minorities Development Finance Corporation Ltd. (NMDFC) and National Safai Karamchari Finance Development Corporation Ltd. (NSKFDC). It focuses on the implementation of various schemes for the welfare of other backward classes and minorities in the State of Kerala. It is a Non Banking Financial Company registered under Reserve Bank of India and primarily engaged in financial lending to the peoples belonging to Other Backward and Minority communities for setting up of employment ventures. Various schemes funded by National Agencies include loan assistance for self employment, education loans, micro finance etc. Other assistance are also provided by us like marriage assistance, assistance for seeking foreign employment, working capital, computer loan, house maintenance, personal loan etc.

The loan disbursement projects of the Company during the last financial year (2021-22) was ₹ 713.59 crore to 68,703 beneficiaries. This financial year (2022-23) company plans to achieve the target of ₹ 750 crore. Since the incorporation, we had disbursed financial assistance to the tune of ₹ 5089 crore to 6,98,835 beneficiaries (up to 31/03/2022).

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The Company has adopted the Financials upto 2020-21 and the Networth as on 31/03/2021 is 388.34 with Asset size of 1500 crores.

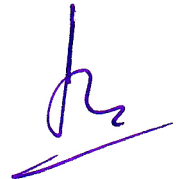
Applications are invited from qualified persons for appointment as Company Secretary (Full Time) in KSBCDC Ltd., Thiruvananthapuram.

- 1) Qualification & Experience : i) Degree in any discipline from a recognized University  
ii) Associate Member of Institute of Company Secretaries of India.  
iii) 5 years experience as Company Secretary in a Government/ Quasi Government Organisation or in a firm registered under Companies Act.  
iv) Ability to read and write in Malayalam is essential.
- Desirable : 1) LLB  
2) CA or CMA  
3) Associate member of Institute of Chartered Accountants of India / Institute of Cost Accountants of India
- 2) Age : 18-50 years (as on 01/01/2022)  
(Usual relaxation in upper age limit admissible to SC/ST and OBC candidates).
- 3) Scale of Pay : 68700-110400 (Pre-revised)

The last date of receipt of application is **15/07 /2022 5 P.M.** The application form is available in our website : [www.ksbcd.com](http://www.ksbcd.com). For further details contact : 0471-2577550.

Application alongwith documents in proof of qualification and experience shall be sent in the following address:

Managing Director  
Kerala State Backward Classes Development Corporation Ltd.  
TC 27/588 (7) & (8), Sentinel  
Pattoor, Vanchiyoor P.O.  
Thiruvananthapuram - 35

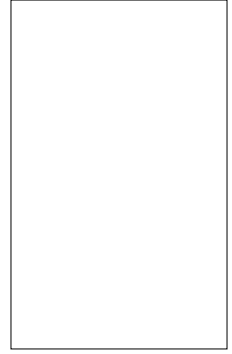


Managing Director

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- Copy : (1) Office Notice Board  
(2) Three dailies - Window Advertisement  
(3) Website : [www.ksbcd.com](http://www.ksbcd.com)  
(4) Institute of Company Secretaries, Thiruvananthapuram Chapter

To

The Managing Director  
Kerala State Backward Classes Development Corporation Ltd.  
"Sentinel", Pattoor  
Vanchiyoor P.O.  
Thiruvananthapuram – 695 035



**APPLICATION FORM FOR APPOINTMENT OF  
COMPANY SECRETARY (FULL TIME)**

Name in English  
(block letters) : \_\_\_\_\_  
& in Malayalam

Address with Mobile No. : \_\_\_\_\_  
\_\_\_\_\_  
Pin \_\_\_\_\_ Mobile No. \_\_\_\_\_

Age and Date of Birth : \_\_\_\_\_

Male/Female : \_\_\_\_\_

Educational Qualifications :

Experience :  
(Please attach additional  
sheet if required)

Signature with place & date :

- 1) Affix a recent passport size photograph on the top of the application.
- 2) Copy of relevant certificates showing Educational and Professional experience shall be sent alongwith the application.