

KERALA FINANCIAL CORPORATION
VELLAYAMBALAM, THIRUVANANTHAPURAM – 695033,
 Kerala, India; Phone: +91-471-2737500, 2737536, 2737575
 Web: www.kfc.org, Email: hrd@kfc.org

NOTIFICATION

Notification No. KFC/14/2024-25 dated 28.03.2025.

Sub: Appointment to the post of Deputy Manager (General Wing) - 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 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 22 Branch Offices with its Head Quarters at Thiruvananthapuram and Zonal Offices at Kozhikode, Ernakulam and Thiruvananthapuram.

Kerala Financial Corporation invites applications for the permanent posts of **Deputy Managers (General Wing)** in Kerala Financial Corporation. The details are given below:

1. No of posts, Age, Qualifications & Experience:

Name of the Post	Deputy Manager (General Cadre)
No. of Posts	05 Permanent posts. (01 OC, 01 E/B/T, 01 LC/AI, 01 V and 01 SC category). OC - Open Category E/B/T - Ezhava/Billava/Thiyya LC/AI- Latin Catholic/Anglo Indian V- Viswakarma SC- Scheduled Caste
Age Limit	Age shall be below 35 years as on notification date. Age relaxation will be applicable for reservation categories (03 years for OBC/ Muslim/ E/B/T/ LC/AI/V candidates and 05 years for SC/ST candidates)
Education qualification	Graduate with JAIIB OR BE/ B.Tech with JAIIB OR BE/ B.Tech with MBA OR LLB with JAIIB OR LLB with MBA OR Associate/ Fellow member of Institute of Chartered Accountants of India viz ACA/ FCA OR Associate/ Fellow member of the Institute of Cost and Works Accountancy of India viz CMA OR Member of Institute of Company secretaries of India (ICSI) viz Company Secretary (ACS)
Experience	Minimum Five years' post qualification experience out of which minimum one year experience should be in Banks/ FIs in Officer cadre. Work experience is not required for SC/ST candidates and they must acquire the requisite work experience after selection.

In case, the qualification (Graduate/ BE/ B Tech/ LLB/ MBA) is from Universities outside Kerala, Equivalency/ Recognition Certificate from any of the Universities of Kerala has to be produced.

2 . Application Form and Mode of Application. Interested candidates, fulfilling eligibility criteria, may apply via **ONLINE** mode only by filling the prescribed application form given in the website of Kerala Financial Corporation (KFC), Thiruvananthapuram (www.kfc.org). The application should be complete in all aspects. Incomplete and ineligible applications will be summarily rejected.

3. Last date of submission of application:

- The online application submission link will be open on **28.03.2025 (10 am)**
- The last date for submitting the online application is **28.04.2025 (5 pm)**

Application submitted through other modes shall not be accepted.

4. Instructions for Scanning of Photograph & Signature:

- Scan the latest photograph of the candidate and upload the same in the space provided in the online application [scanned image shall be less than 200KB in *.JPG format only]
- Candidate shall make his/ her signature on a white paper, scan the same and upload it in the space provided in the online application [scanned image shall be less than 50KB in *.JPG format only]
- The candidate has to scan his full signature, since the signature is proof of identity, it must be genuine and in full: initials are not sufficient. Signature in CAPITAL LETTERS is not permitted. The signature must be signed only by the candidate and not by any other person.
- The candidate has to scan and upload all relevant documents for proof of age, caste, educational qualification and experience in the space provided in the online application [scanned image shall be less than 400 KB in *.JPG format only]

5. Selection:

- The applications will be subjected to a scrutiny based on the details provided by the candidate and a list of candidates eligible for further selection process will be prepared.
- The selection will be done through written test and interview.
- Date of the written test/ interview and the list of selected candidates will be published on the website www.kfc.org and individually intimated through the email address of the applicants only. Corporation will not be responsible for bouncing back of any email sent to the candidates. No TA/DA will be paid for attending written test/ interview. Candidates should check the website www.kfc.org for the latest details.
- Candidates who obtain cut off mark of 40% and above in the written exam will only be called for the Interview. The rank list will be prepared based on marks of written test and interview. The weightage for written test and interview will be in

the ratio of 80:20 respectively.

- The rank list will be published on the KFC website www.kfc.org.
- The admittance to various stages of the recruitment will be provisional only and will not confer any claim.
- Detailed scrutiny of the applications/ credentials will be conducted before written test/ interview/ appointment. Any discrepancy found during the detailed scrutiny will result in the rejection of candidature.
- KFC reserves the right to shortlist the candidates for selection process based on relevancy of experience, quality of academic achievements and overall suitability of the candidates to the position.
- The Selected Candidate will be given an offer letter for the appointment on regular basis as Deputy Manager cadre and will be placed on probation for a period of two years within a continuous period of three years duty. The selected candidate should have sound health and have to be certified medically fit by an authorized Government registered Medical Practitioner.

6. **Date of test:** Dates of written test will be published in website www.kfc.org and also intimated through email address of the applicants. No TA/DA will be paid for attending the written test/ interview. The date and exam centre are liable to be changed. Candidates should check website www.kfc.org for latest details. The syllabus for the written test is given at **Annexure 'A'**.

7. **Scale of pay:** Rs.65800-2700-76600-3000-88600-3400-102200-3700-117000-4100-125200. Once selected and the offer of employment is accepted, the scale of pay specified for this position is final and will not be altered, negotiated, or revised under any circumstances.

8. **Other benefits.** The selected candidate will also get DA, HRA, LTC, etc. at Government rates. In addition, the employee will be eligible for Conveyance Allowance, House Building Loan, Conveyance loan, Personal Loan, Medical reimbursement facility, Earned leave surrender, Annual Incentives, etc. as per the rules and regulations of the Corporation.

9. **Place of work.** The Head Quarters will be at Head Office, Thiruvananthapuram. However, the applicant should be willing to work at any of the branch/ Zonal offices of the Corporation as directed by the Management of KFC.

10. **Admit card** for appearing in the tests will be sent through e-mail only.

11. General Conditions:

- The notification can be withdrawn at any time by the competent authority without assigning any reason thereof. The cancellation, if any, will be published on the website of the Corporation.
- Applicants must be citizens of India.
- The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this recruitment before applying online.
- The Corporation reserves the right to reject any application, without assigning any reason.
- The qualification stipulated for the post must be a regular course from a recognised University/Institute. Those applicants having qualification equivalent to any of the prescribed qualification should submit equivalency certificate issued by the competent authority and without such certificate, their candidature shall not be considered.
- Experience acquired after the date of passing of the qualification stipulated shall

only be considered.

- The candidates shall submit caste certificate/ non-creamy layer certificate, as applicable.
- KFC is not responsible for any discrepancy in submitting the application. The applicant should not furnish any false, tampered, fabricated information or suppress any material information while filling up the application form. If the particulars furnished in the Online application form do not match with the original documents produced his/ her candidature will be rejected.
- In the event of any information provided by the candidates being found false or incorrect at any stage, their candidature/ appointment is liable to be cancelled/ terminated without any notice.
- KFC reserves the right to call for any additional documentary evidence from candidates in support of educational qualifications/ experience/ other notified eligibility requirements.
- KFC reserves the right to fill or not fill the post advertised.
- The validity of the rank list will be one year from the date of completion of selection process.
- Applicants should have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. KFC will send intimation for written test/ Interview to his/ her registered e-mail ID only. In case a candidate does not have a valid personal e-mail ID, he/ she should create his/ her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.
- In case of any issue faced by the candidates in filling up the online application form they may contact the HELP DESK on the phone number: 0471 2737575 or Toll free No.1800 425 8590 between 10.15 am and 5.15 pm on working days
- All other usual conditions of regular appointment shall apply.

28.03.2025
Thiruvananthapuram

Sd/-
Managing Director

Annexure 'A'

Syllabus for the written test to the post of the Deputy Manager(general)

Type of exam: **Objective type**

Pattern:

Sl. No.	Subjects	No. of Qns	Marks
1	Quantitative Aptitude & Reasoning Ability	15	15
2	English Language	10	10

3	Banking Sector	75	75
	TOTAL	100	100

Syllabus of Banking Sector

Indian Financial System – An Overview - Role of RBI, Commercial Banks, NBFCs, PDs, FIs, Cooperative Banks, CRR, SLR, Equity & Debt Market; IRDA

Banking Regulation- Constitution, Objectives, Functions of RBI; Tools of Monetary Control; Regulatory Restrictions on Lending

Risk Management, Basel Accords- Introduction to Risk Management; Basel I, II & III Accords **CIBIL** - Role and Functions of CIBIL

Recent Developments in the Financial System- Structure, Reforms in the Indian Financial System; recent developments in Money, Debt, Forex Markets; Regulatory Framework; Payments and Settlement System, Demonetization.

KYC / AML / CFT norms- PMLA Act; KYC Norms

Bankers' Special Relationship- Mandate; POA; Garnishee Orders; Banker's Lien; Right of Set off

Payment and Collection of Cheques and Other Negotiable Instruments- NI Act; Role & Duties of Paying & Collecting Banks; Endorsements; Forged Instruments; Bouncing of Cheques; Its Implications; Return of Cheques; Cheque Truncation System

Principles of lending, Working Capital Assessment and Credit Monitoring- Cardinal Principles; Non-fund Based Limits; WC; Term Loans; Credit Appraisal Techniques; Sources of WC Funds & its Estimation; Operating Cycle; Projected Net WC; Turnover Method; Cash Budget; Credit Monitoring & Its Management; Base Rate

Micro, Small and Medium Enterprises- MSMED Act

Different Modes of Charging Securities- Assignment; Lien; Set-off; Hypothecation; Pledge; Mortgage

Types of collaterals and their characteristics- Land & Buildings; Goods; Documents of Title to Goods; Advances against Insurance Policies, Shares, Book Debts, Term Deposits, Gold, etc; Supply Bills

Non-Performing Assets- Definition; Income Recognition; Asset Classification & Provisioning Norms; Financial Inclusion, BC; BF; Role of ICT in Financial Inclusion, Mobile based transactions

Payment Systems and Electronic Banking- ATMs; Electromagnetic Cards; Electronic Banking; Signature Storage & Retrieval System; NPCI, NEFT, RTGS, IMPS

Calculation of Interest and Annuities- Calculation of Simple Interest & Compound Interest; Calculation of Equated Monthly Instalments; Fixed and Floating Interest Rates; Calculation of Annuities; Interest Calculation using Products / Balances; Amortisation of a Debt; Sinking Funds

Debt- Definition, Meaning & Salient Features; Loans; Introduction to Bonds; Terms associated with Bonds; Cost of Debt Capital.

Capital Budgeting- Present Value and Discounting; Discounted Technique for Investment Appraisal; Internal Rate of Return (IRR); Method of Investment Appraisal; NPV and IRR compared; Investment Opportunities with Capital Rationing; Investment Decision making under condition of uncertainty; Expected NPV Rule; Risk Adjusted Discount Rate Approach for NPV Determination; Sensitivity Analysis for NPV Determination; Decision Tree Analysis for NPV Estimation; Payback Methods; ARR.

Depreciation and its Accounting- Depreciation, its types and methods; Comparing Depreciation Methods

Definition, Scope and Accounting Standards- Nature and Purpose of Accounting; Historical Perspectives; Origins of Accounting Principles; Accounting Standards in India and its Definition and Scope; Generally Accepted Accounting Principles of USA (US GAAP); Transfer Pricing; Overview of IFRS; Difference between GAAP & IFRS.

Basic Accountancy Procedures- Concepts of Accountancy; Going Concern Entity; Double Entry System; Principle of Conservatism; Revenue Recognition and Realisation; Accrual and Cash Basis.

Maintenance of Cash / Subsidiary Books and Ledger- Record Keeping Basics; Account Categories; Debit and Credit Concepts; Accounting and Columnar Accounting Mechanics; Journals; Ledgers; subsidiary books; etc.

Trial Balance, Rectification of Errors and Adjusting & Closing Entries- Meaning of a Trial Balance; Features and Purpose of a Trial Balance; Types of Trial Balance and Preparation of a Trial Balance; Disagreement of a Trial Balance; Classification of Errors; Location of Errors; Rectification of Errors; Suspense Account and Rectification; Rectification of Errors when Books are closed; Adjusting and Closing Entries.

Capital and Revenue Expenditure- Expenditure; Distinction between Capital and Revenue Expenditure; Deferred Revenue Expenditure; Receipts; General Illustrations.

Balance Sheet Equation- Balance Sheet Equation; Computation of Balance Sheet Equation.

Preparation of Final Accounts- Preparation of Trading A/C; Profit and Loss A/C; Profit & Loss Appropriation Account; Balance Sheets

Ratio Analysis- Meaning of Accounting Ratios; Classification of Ratios; Uses of Accounting Ratios; Limitations of Accounting Ratios; Calculation and interpretation of various Ratios; Different Users and their Use of Ratios.

Final Accounts of Banking Companies- Definition and Functions of a Bank; Requirements of Banking Companies as to Accounts and Audit; Significant Features of Accounting Systems of Banks; Principal Books of Accounts; Preparation and Presentation of Financial Statements of Banks; CMA Format; Accounting Treatment of Specific Items; Preparation of Profit and Loss Account; Comments on Profit and Loss Account; Important Items of Balance Sheet.

Company - Definition and Types of Companies; Distinction between Partnership and Limited Liability Company; Classes of Share Capital; Issue of Shares; General Illustrations Non-voting Shares; Form of Balance Sheet; Legal Requirements for Assets; Legal Requirements for Liabilities; Legal Requirements for Profit & Loss A/c; Preparation of Final Accounts, Paid up Capital and Reserves.

Legal Framework of Regulation of Banks- Business of Banking; Constitution of Banks; RBI Act, 1934; Banking Regulation Act, 1949; Role of RBI; Govt. as a Regulator of Banks; Control over Co-operative Banks; Regulation by other Authorities.

Different Types of Borrowers- Types of Borrowers;

Types of Credit Facilities- Cash Credit, Overdraft, Demand Loans, Term Loans, Bill Finance

Secured and Unsecured Loans, Registration of Firms and Incorporation of Companies- Definition of Secured and Unsecured loans; Need for Secured Loans; Registration of Firms; Consequences of Non-registration of Firms; Incorporation of a Company

Indemnities- Definition of Contract of Indemnity; Features of Indemnity Contract & Guarantee; Scope and Application of Indemnity Contracts to Banks; Obligations of a Banker; Precaution & Rights of an Indemnity Holder

Bank Guarantees- Definition and Types of Bank Guarantees; Banker's Duty to Honour Guarantee; Precautions to be taken for Issuance of Bank Guarantee; Precautions to be taken for Payment under Bank Guarantee; Invocation & Enforcement.

Letters of Credit- General Considerations of Letters of credit; Parties to a Letter of credit; Types of Letters of credit; Documents under a Letter of credit; UCPDC 600; Banks obligation for payment of Letter of credit.

Various Types of Securities- Types of Securities; Escrow Arrangements; Trust and Retention Arrangements.

Registration and Satisfaction of Charges- Definition of Charge; Procedure for Registration of Charge; Effect of Nonregistration of Charges; Provisions of Law relating to Registration of Charges

Recovery of Debts due to Banks and Financial Institutions Act, 1993(DRT Act)- Objective of the Act, Constitution of Tribunal, Procedure to be followed, Enforcement process

Securitisation and Reconstruction of Financial Assets and Enforcement of Securities Interest Act-2002 (SARFAESI)- Constitutional Validity; Definitions; Regulation & Reconstruction; Enforcement of Security Interest; Central Registry; Offences & Penalties; Miscellaneous Provisions

The Law of Limitation- Definition; Computation of Limitation; Important Provisions in schedule to the Limitation Act

Tax Laws- Income Tax; GST

Negotiable Instruments Act, 1881- Applicability; Definition; Important Provisions

Indian Contract Act, 1872- Meaning and essentials of contract; Contract of Indemnity & Rights of Indemnity Holder; Contract of Guarantee; Contract of Bailment; Contract of Pledge; Contract of Agency

Indian Partnership Act, 1932- Definition & Types of Partnerships; Relation of partners to one another & to third Parties; Minor admitted to benefits of partnership; Dissolution of a firm; Effect of non registration; Limited liability partnerships formation, registration, rights and liabilities of partners

Definition and features of a company- Definition & Features of a Company; Distinction between Company and Partnership

The Companies Act, 1956 (Now Companies Act, 2013)- Definition, Features & Types of companies; Memorandum and Articles of Association; Doctrine of Ultra Vires, Constructive Notice, Indoor Management; Membership of Company- Acquisition, Cessation, Register, Rights & Duties of Members, Prospectus; Directors; Winding up of Companies

Transfer of Property Act, 1882- Sale, Mortgage of Immovable Property; Types of Mortgages; Sale with and without court intervention; Lease of Immovable Property

The Right to Information Act, 2005- Applicability; Definition; Important Provisions

The Prevention of Money Laundering Act, 2002- Obligations; Records to be Maintained; Procedure for Maintaining & Furnishing Information; Maintenance & Verifications of Records of Identity of Clients.

Insolvency and Bankruptcy Code, 2016- Applicability; Definition; Important Provisions

Indian Financial Markets

Overview of Indian Financial Ecosystem, Key facets of Indian financial system, Growth of Financial Institutions, Public and private sector banks, Industrial Finance Corporation of India, Small Industries Development Bank of India, Regional Rural Banks, Cooperative Banks, Non-Banking Finance Companies, SFCs, Financial assistance scenario for Small and Medium Enterprises and Start-Ups.

Capital Market & Capital Market Instruments

Capital Market & Capital Market Instruments Capital Market / Security Market, Primary Market / New Issues / IPO Market, Secondary Market / Stock Market / Stock Exchange, Depositories, Private placements of shares / Buy back of shares, CAPM Vs Market Model, Issue mechanism, Forward Contract and future contracts

Key Government Institutions: Basic awareness about various institutions and regulatory bodies in India such as NITI Aayog, MCA, SEBI, RBI, IBBI, CCI, NCLT/NCLAT etc.

Entrepreneurship

Entrepreneurship Scenario: Government initiatives to foster entrepreneurship, need for entrepreneurship in India & Kerala, Bottlenecks in entrepreneurial growth, Ease of Doing Business.

NOTE: - *In addition to the topics mentioned above, the examination may also cover questions, depending on the educational qualification requirements for the position.*