

KERALA FINANCIAL CORPORATION
VELLAYAMBALAM, THIRUVANANTHAPURAM – 695033,
Kerala, India; Phone: +91-471-2737500, 2737566, 2737567
Web: www.kfc.org, Email: hrd@kfc.org

NOTIFICATION

Notification No. KFC/13/2017-18 dated 27.02.2018

Sub: Appointment to the post of Deputy Manager (Special recruitment for one Muslim non-creamy layer candidate) – 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 16 Branch Offices with its Head Quarters at Thiruvananthapuram and Zonal Offices at Kozhikode, Ernakulam and Thiruvananthapuram.

Kerala Financial Corporation invites applications for the 01 permanent post of **Deputy Manager** (reserved for one Muslim non-creamy layer candidate) in Kerala Financial Corporation. The details are given below:

1. **Qualifications & Experience:** Graduate (regular full time course) with JAIIB or BE/B. Tech with MBA (regular full time course) from reputed institutes 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 AICWA/FICWA or Member of Institute of Company secretaries of India (ICSI) viz Company Secretary (ACS). 5 years' post qualification experience out of which minimum 1 year experience should be in Banks/reputed FIs in officer cadre.
2. **Age:** Below 35 years as on 27.02.2018.
3. **Application Form:** Only physical application will be considered. The applicants should apply in the format given as **Annexure 'A'**. The application forms should be sent by registered post/speed post to "**The Chairman & Managing Director, Head Office, Kerala Financial Corporation, Vellayambalam, Trivandrum - 695033, Kerala**" super scribing name of the post and notification number on the envelop. The application should be complete in all respects. Incomplete/ ineligible / Defective applications will be summarily rejected without any notice to the applicant.
4. **Last date of receipt of application:** The last date of receipt of application at KFC will be 27.03.2018, **5 PM**. Applications received after the last date will be summarily rejected without any notice to the applicant. The applicants working in Govt and PSUs should apply through proper channel. The Corporation reserves the right to reject any application without assigning any reason.
5. **Selection procedure:** The applications received from the candidates will be shortlisted on the basis of eligibility/qualification and relevant experience.

Shortlisted candidates only will be called for written test. Wrong answers in written test will attract negative marks. Candidates securing minimum marks prescribed in the written test will be called for interview and/or Group Discussion (GD) for final selection. The final selection will be made on the basis of performance in the interview and/or GD. The selection shall be done with weightage for written test and interview and/or GD in the ratio 80:20. The interview and/or GD will be conducted by a Committee constituted for the purpose.

6. **Date of written 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 tentative date of written test will be on 22.04.2018, Sunday and exam centre will be at Ernakulam. The date and exam centre is liable to be changed. Candidates are requested to check website www.kfc.org for latest details. The syllabus for the written test is given at **Annexure 'B'**.
7. **Selection:** The rank list will be prepared based on marks of written test/interview and the list of selected candidates will be published in KFC website www.kfc.org. The selection will be done with weightage for written test and interview and/or GD in the ratio 80:20.
8. **Number of Vacancies** – 01 (one only) (reserved for one Muslim non-creamy layer candidate).
9. **Scale of pay:** Rs.32200–1200–37000–1300-40900-1400-45100-1500-49600-1600-56000. (Pre-revised scale).
10. **Other benefits.** The selected candidate will also get DA, HRA, and CCA 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. Approximate starting monthly emoluments will be Rs. 65,000.00.
11. **Place of work.** The applicant should be willing to work at any of the branch/Zonal offices of the Corporation as directed by the Management of KFC.
12. **Admit card** for appearing in the written test will be sent through e-mail only. List of eligible candidates for the written test will be published in KFC website before 7 days of the date of written test.

13. General Conditions

- a) Those who have MBA as a basic qualification should furnish a certificate along with the application, from their college/university to the effect that they have studied a full time regular course.
- b) The applications should be submitted strictly in the format prescribed.
- c) The notification can be withdrawn any time by the competent authority without assigning any reason there for. Cancellation or corrigendum, if any, will be published in the web site of the Corporation.
- d) Those who are appointed in the Corporation will be on probation for a period of 1 year within the continuous service of 2 years.
- e) All other usual conditions of appointment shall apply.

27.02.2018
Trivandrum

Sd/-
Chairman & Managing Director

15	Post qualification experience (Attach separate sheets if required) (self-attested copies to be enclosed)					
	From	To	Period	Name of Organization	Designation	Nature of Work
	Total Experience in number of years					
16	Any other information (Attach separate sheets if required)					

Self-attested copies of academic qualifications, experience and proof for age non-creamy layer certificate to be enclosed along with the application. Incomplete and ineligible applications will be summarily rejected without giving 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.
- 2) I agree that my candidature/appointment shall be cancelled at any stage/time if it is found that the information furnished is wrong.
- 3) I agree to receive all correspondence by email.

Place:
Date:

Signature of the candidate

Syllabus for the written test to the post of the Deputy Manager

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

Consumer Protection - COPRA, Banking Ombudsman Scheme- Operational Aspects of COPRA Act & Banking Ombudsman Scheme

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, 2006.

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; CDR, Financial Inclusion, BC; BF; Role of ICT in Financial Inclusion, Mobile based transactions

Payment Systems and Electronic Banking- ATMs; HWAK; PIN; Electromagnetic Cards; Electronic Banking; Signature Storage & Retrieval System; CTS; Note & Coin Counting Machines; Microfiche; NPC; RUPAY

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; Limited Liability Partnership

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

Case Laws on Responsibility of Paying Bank- Negotiable Instruments Act and Paying Banks; Liability of Paying Banker; Payment in due course; Payment in Good Faith; Whether Payment under Mistake Recoverable

Case Laws on Responsibility of Collecting Bank- Statutory protection to Collecting Bank; Duties of Collecting Bank

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 (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; Commodity Transaction Tax; Service 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.