

## REVISED NOTICE

Company Secretary- 1 post

Contract for a period of 3 years (extendable), Posting at Kannur  
(Initial Posting at Thiruvananthapuram)

Essential Qualification : Graduation with ACS

Desirable Qualifications : Preference will be given to candidates with FCS

Mandatory : Knowledge of Malayalam

Age : 30 to 60 years

### Experience

Minimum 5 years' experience as Company Secretary in addition to the finance functions in a Company under the Companies Act. The selected candidate should be able to independently handle the work in a fully computerized atmosphere.

Retired persons with the above qualification and experience will also be eligible for appointment.

Maximum age limit for recruitment from retired persons will be 60 years.

Salary Rs 45000/- (Consolidated) per month.

Note:

1. Requirement of qualification, age and experience will be relaxable for SC/ST candidates as per Governance Rules, and for others, in exceptional and deserving cases, depending on suitability and experience.
2. Actual remuneration will be decided at the time of selection based on experience and qualification.

Interested persons may apply online showing all the details on or before 30<sup>th</sup> September, 2015.

Application sent by other means including post/email/fax will not be entertained.

MANAGING DIRECTOR