

NOTICE

Company Secretary – 1 post

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

Essential Qualification : Graduation with ACS

Desirable - Preference will be given to candidates with FCS
Mandatory - Knowledge of Malayalam
Age - 35 to 60 years

Experience

Minimum 5 years' experience as Company Secretary in addition to the finance function 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 among retired persons will be 60 years

Salary -Rs. 45,000/- (consolidated) per month

Note:

1. Requirement of qualification, age and experience will be relaxable for SC/ST candidates as per Government 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 **10 September 2015**.

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

MANAGING DIRECTOR