



## KERALA STATE COIR CORPORATION LIMITED

(An ISO 9001-2008 Certified Govt. of Kerala Undertaking)

P.B. No.191, Alappuzha – 688001, Kerala.

27<sup>th</sup> August, 2019

### WANTED

The Kerala State Coir Corporation Ltd, a fully owned Government company invites applications for selection to the post of Company Secretary. The details are given below.

Sl. No.	Post	Qualification and Experience	Age Limit (as on 01.08.2019)	Mode of Appointment	Remuneration
1	Company Secretary  <i>No. of Vacancies: 01</i>	CA with CS and 05 years experience in Company matters, secretarial functions, Accounts Finalization, Taxation and Corporate Affairs. <b>OR</b> CS with 10 years experience in Company matters, secretarial functions, Accounts Finalization, Taxation and Corporate Affairs.  <i>Candidates with good administrative, legal background and communication skills preferred.</i>	40 years  <b><u>For Retired Hands</u></b> 65 years	On permanent basis  <b><u>For Retired Hands</u></b> On contract basis	On a scale of pay of Rs. 39420-986-59140.  <b><u>For Retired Hands</u></b> Will be commensurate with qualification and experience.

#### **Note:**

Candidates working in other Government Organisations/PSU's having relevant experience may also apply on deputation basis.

For further details and for online submission of application, please visit [www.coircraft.com](http://www.coircraft.com) or [www.cmdkerala.net](http://www.cmdkerala.net)

#### **General Conditions & Instructions to Applicants:**

- Applications will be accepted through **online** only. No other means/mode of applications shall be accepted.
- Normal reservation norms in Kerala PSUs will apply.

- Age relaxation for SC/ST/OBC/Physically challenged/Ex-Servicemen candidates is applicable as per usual Government rules.
- Relaxation in age and experience will be considered for exceptionally competent candidates.
- Work Experience until **01/08/2019** will only be considered.
- Screening of applications will be done with reference to the qualification, age, experience etc.
- Mode of selection will be based on a technical presentation/interview depending on the number of eligible applicants.
- Applications fulfilling the eligibility criteria as per notification will be called for technical presentation/interview, as the case may be.
- Shortlisted candidates will have to submit the original of their credentials at the time of Interview.
- The Management reserves the right to call only a limited number of candidates for written test/ interview based on the qualification and experience.
- The application must be submitted online on or before 5.00 pm (IST) on 15.09.2019. Applications received before 5.00 pm (IST) on 15.09.2019 only will be considered for screening.
- All communications, including admit card for the written test, if applicable and interview call letter will be only through E-mail. Candidates are advised to browse the website [www.cmdkerala.net](http://www.cmdkerala.net) & [www.coircraft.com](http://www.coircraft.com) regularly for updates/notices and announcements.
- The Management reserves the right to cancel this advertisement either partially/wholly at any time, at its discretion without assigning any reason and without any further notice.
- Canvassing in any form will be disqualification.
- Last date for receipt of online application is **15.09.2019. (5.00 P.M.)**

Sd/-

**Managing Director**