



KERALA PUBLIC ENTERPRISES (SELECTION & RECRUITMENT) BOARD

Vellayambalam, VikasBhavan P.O, Thiruvananthapuram

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NOTIFICATION

CATEGORY NO: **019/2025**

Opening Date: 20-02-2025

Closing Date: 20-03-2025

Name of the PSU/Department : Kerala Small Industries Development Corporation Ltd (SIDCO)
Name of the post : Company Secretary
No. of Vacancy : 1
Post Type : Permanent
Pay Scale : 29,180 - 43,640

I. COMPANY/DEPARTMENT PROFILE:

SIDCO, a Government owned Public Sector Corporation, was established in November 1975 for the development and promotion for Small Scale Industries in Kerala. Kerala SIDCO as a Total Solution Provider for Small Scale Sector offers all facilities and assistance to set up Small Scale Units across Kerala. The Corporation is rendering valuable assistance to the industrial sector in the State, including consultancy services at the beginning of the project to the identification of industrial site, commissioning of project, providing infrastructure facilities, distribution facilities, distribution of essential raw materials, marketing of the MSME products, undertaking civil and electrical works etc.

II. JOB DESCRIPTION AND RESPONSIBILITIES:

Convening and providing administration for Annual General Meetings (AGMs): for example, producing agendas, taking minutes, conveying decisions and handling meeting correspondence.

Providing legal, financial and/or strategic advice during and outside of meetings. Ensuring compliance to all Statutory & regulatory requirements. Ensuring that decisions of the Board of Directors are implemented, maintenance of secretarial records, statutory books & registers, Any other responsibilities allocated, including internal audit and legal matters.

III. ELIGIBILITY:

1. QUALIFICATION:

Associate Membership of Company Secretaries of India

2. AGE LIMIT:

Maximum age of 45 years as on the date of Notification

3. EXPERIENCE:

5 years experience as Company Secretary in any Govt/Semi Govt/ Private Institution

4. APPLICATION FEE:

Rs.1000/-; For SC/ST candidates – Rs.250/-

IV. NOTE TO APPLICANTS:

1. The applicants are required to go through the notification carefully and satisfy themselves about their eligibility for this recruitment before applying
2. Admittance to the interview will be provisional only. The Interview Board will have the right not to evaluate the performance of the candidate if material discrepancy is found regarding the applications/credentials at the interview stage. The candidature of such candidate will be rejected.
3. Candidates shall submit their applications via online mode only. Applications submitted via any other medium will be summarily rejected.
4. Candidates must upload their essential qualification and essential experience certificates while applying. Those who fail to upload the certificates shall be summarily rejected.
5. Candidate should provide a valid email ID and mobile number as all correspondence pertaining to recruitment will be communicated by the email address and mobile number provided at the time of filling online application.
6. Relaxation in upper age limit is applicable to the eligible candidates as per rules.

Secretary
Kerala Public Enterprises
(Selection & Recruitment) Board