



KERALA PUBLIC ENTERPRISES (SELECTION & RECRUITMENT) BOARD

Vellayambalam, VikasBhavan P.O, Thiruvananthapuram

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NOTIFICATION

CATEGORY NO: **114/2024**

Opening Date: 30-10-2024

Closing Date: 30-11-2024

Name of the PSU	:	Kerala State Electricity Board Limited
Name of the post	:	Company Secretary
No. of Vacancy	:	1
Post Type	:	Contract

I. COMPANY PROFILE:

Kerala State Electricity Board Limited (KSEB Ltd.) incorporated under the Companies Act, 1956 on 14th January 2011 is functioning as a bundled utility carrying business of electricity generation, transmission and distribution all over the State of Kerala.

II. JOB DESCRIPTION AND RESPONSIBILITIES:

Ensuring compliance with statutory and regulatory requirements and implementing best practices in corporate governance. • Organizing and facilitating Board and Committee meetings, including preparing agendas, collating Board papers and taking minutes. • Advising Directors and Members of the senior leadership team on corporate governance matters. • Keeping up to date with regulatory or statutory changes and policies that might affect the organization. • Filing statutory returns and maintaining statutory registers. • Liaise with external professionals, such as lawyers, auditors, and regulatory authorities, to ensure compliance with legal and regulatory requirements. • Support the company in maintaining its ethical standards and compliance culture.

III. ELIGIBILITY:

1. QUALIFICATION:

Should be a Fellow of Institute of Company Secretaries of India (ICSI). A degree in Law is preferable.

2. AGE LIMIT:

Not exceeding 50 years as on the date of Notification

3. EXPERIENCE:

At least 10 years' post qualification experience in a Company at which at least 5 years in a Company with an authorised capital of Rs.5000 crores or more. Experience in Power Utility will be an added qualification.

4. NATURE OF APPOINTMENT:

The appointment will be on temporary basis for a period of two years or till PSC hand joins, whichever is earlier.

5. SALARY:

Pay scale equal to that of Deputy Chief Engineer of KSEBL

6. 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.

Secretary
Kerala Public Enterprises
(Selection & Recruitment) Board