KERALA PUBLIC ENTERPRISES (SELECTION & RECRUITMENT) BOARD

Vellayambalam, VikasBhavan P.O,Thiruvananthapuram

E-mail : kpesrb@gmail.com Tel : 0471-2995042

NOTIFICATION

CATEGORY NO: **125/2025**

Opening Date: 30-09-2025	Closing Date: 31-10-2025

Name of the PSU/Department	:	Kerala State Industrial Enterprises Limited
Name of the post	:	PS to Managing Director
No. of Vacancy	:	1
Category of the PSU/Department	:	D
Post Type	:	Permanent
Pay Scale	:	30,700 - 65,400

I. COMPANY/DEPARTMENT PROFILE:

Kerala State Industrial Enterprises Limited (KSIE) was set up in 1973 as a Holding Company of the Government of Kerala under the Industries Department. In addition to the operation of Air Cargo Complexes at Trivandrum and Calicut Airport, KSIE is engaged in the trading and marketing activities ranging from consumer goods to industrial products.

II. JOB DESCRIPTION AND RESPONSIBILITIES:

The Personal Secretary to Managing Director is responsible for providing comprehensive, confidential and proactive executive support to ensure the MD's office operates with maximum efficiency. The role acts as the primary gatekeeper and liaison for the Managing Director, managing all aspects of the executive schedule, correspondence and documentation. Key

Responsibilities include expert calendar management, organizing meetings and travel logistics, preparing high-level reports and presentations, handling confidential internal and external communications, and tracking critical action points delegated by the MD. The position requires a high degree of discretion, professionalism, and proficiency in office administration (English and Malayalam) to support MD in strategic decision-making and day-to-day operations.

III. ELIGIBILITY:

1. QUALIFICATION:

Degree with Typewriting English (Higher) and Shorthand English (Lower) and Certificate in Computer Operations.

2. AGE LIMIT:

Maximum age of 35 years as on the date of Notification

3. EXPERIENCE:

Minimum 5 years' experience as PS to top-level executives in reputed institutions. Should be fully conversant with computer operations and capable of handling independent correspondence and office management.

4. DESIRABLES:

Diploma in Management

5. APPLICATION FEE:

Rs.600/-, For SC/ST candidates : Rs.150/-

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 written examination/skill test/interview will only be provisional. The Board will have the right, not to evaluate the performance of the candidate if material discrepancy is found regarding the applications/credentials at any stage of the recruitment. The candidature of such applicants will be rejected.
3. Candidates shall submit their applications only through online mode.Applications submitted through any other medium will be summarily rejected.
4. Candidates must upload their essential qualification and essential experience certificates while applying.The applications in respect of those who fail to upload the certificates shall be summarily rejected.
5. Candidate should provide a valid email ID and mobile number as all correspondences

pertaining to the recruitment will be communicated to the registered email id and mobile number provided at the time of filling online application.

6. Relaxation in upper age limit is applicable to eligible candidates as per rules.

7. SC/ST/OBC/EWS candidates will be eligible for reservation benefits as per rules, provided they upload valid and updated relevant certificates (Caste Certificate/Community Certificate/Non-Creamy Layer Certificate/EWS Certificate) as the case may be. In the absence of valid certificates, no reservation benefits will be granted.

8. Any form of canvassing or attempt to influence the selection process will result in disqualification of the candidate.

9. The Board reserves the right to modify, postpone or cancel the recruitment process at any stage without assigning any reason

10. Candidates are advised to keep a print out of the completed online application form for future reference.

Secretary
Kerala Public Enterprises
(Selection & Recruitment) Board