



KERALA PUBLIC ENTERPRISES (SELECTION & RECRUITMENT) BOARD

Vellayambalam, VikasBhavan P.O, Thiruvananthapuram

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NOTIFICATION

CATEGORY NO: 056/2024

Opening Date: 14-06-2024

Closing Date: 17-07-2024

Name of the PSU : The Travancore Cochin Chemicals Limited

Name of the post : Company Secretary

No. of Vacancy : 1

Pay Scale : 63,900 - 97,000

I. COMPANY PROFILE:

TCC is committed to supply quality chemicals at competitive rates. Our Main Products includes Caustic soda Lye/ Flakes Liquid Chlorine Hydrochloric acid Sodium Hypo Sodium Chlorite

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.

III. ELIGIBILITY:

1. QUALIFICATION:

Associate Membership of Company Secretaries of India

2. AGE LIMIT:

Minimum age to apply for this post is 21 years and maximum age limit is 40 years for general category as on the date of notification.

3. EXPERIENCE:

5 years working experience as Company Secretary in a reputed limited company

4. DESIRABLES:

Candidates who are also holding Bachelor's degree in Law from a recognized University from India and/or final of ICAI/ICMA will be given preference

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