



KERALA PUBLIC ENTERPRISES (SELECTION & RECRUITMENT) BOARD

Vellayambalam, VikasBhavan P.O, Thiruvananthapuram

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NOTIFICATION

CATEGORY NO: 057/2024

Opening Date: 14-06-2024

Closing Date: 17-07-2024

Name of the PSU : Kerala State Drugs and Pharmaceuticals Limited
Name of the post : Company Secretary
No. of Vacancy : 1
Category of the PSU : C
Pay Scale : 24,040 - 38,840

I. COMPANY PROFILE:

The Kerala State Drugs and Pharmaceuticals Ltd, Alappuzha, the only allopathic Pharmaceutical formulations manufacturing organisation of the Government of Kerala. The company was setup in 1974 and has been supplying a variety of medicines to the Government hospitals and institutions in the State for over 40 years and also to Government institutions of Andhra Pradesh, Telangana, Karnataka, Tamil Nadu and for the Janaushadi programme.

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:

The applicant must be a Member of the institute of Company Secretaries of India. An additional qualification of intermediate or final level of Cost and Management Accountants of India (ICMA) is desirable.

2. AGE LIMIT:

Maximum 36 years as on the date of notification

3. EXPERIENCE:

The applicant should have Minimum 2 years of experience in the relevant field.

4. DESIRABLES:

An additional qualification of intermediate or final level of Cost and Management Accountants of India (ICMA).

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