KERALA PUBLIC ENTERPRISES (SELECTION & RECRUITMENT) BOARD

Vellayambalam, VikasBhavan P.O,Thiruvananthapuram

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

NOTIFICATION

CATEGORY NO: **082/2025**

Opening Date: 26-06-2025 Closing Date: 26-07-2025

Name of the PSU/Department	:	Transformers and Electricals Kerala Ltd (TELK)
Name of the post	:	Company Secretary (at the level of Manager Grade-E4)
No. of Vacancy	:	1
Post Type	:	Permanent
Pay Scale	:	48,000 - 115,200

I. COMPANY/DEPARTMENT PROFILE:

Transformers and Electricals Kerala Limited (TELK) has been instrumental in producing and setting up High Voltage equipment in India, located in Angamaly near Kochi, Kerala. Started of as a technical and financial collaboration between Govt. of Kerala and Hitachi of Japan. Now, TELK is a Joint Venture between Govt. of Kerala and NTPC Limited. TELK manufactures Extra High Voltage Power Transformers (upto 315 MVA, 420 kV class) and other equipments (CT, PT, Bushings) up to 420 kV class .

II. JOB DESCRIPTION AND RESPONSIBILITIES:

Responsible for all Secretarial functions as required under the Companies Act. Conduct Board Meeting, Sub Committee Meetings of the Board, Annual General Meeting, Audit Committee Meeting etc., preparation of agenda and minutes, Drafting and circulation of Resolutions,

Maintaining and act as the custodian of statutory registers and secretarial records, Collecting disclosures, consents etc. from the Directors and submit before the Board, Preparation and submission of various E-forms for intimation/approval to Registrar of Companies/Ministry of Corporate Affairs, Government of India on timely manner, Manage the Secretarial/Compliance Audit, Liaisoning and co-ordination with various statutory bodies such as Registrar of Companies, other Government Departments etc. regarding Secretarial matters, Preparation of Annual Report and Annual Return of the Company and filing with the Registrar of Companies on timely manner, Any other secretarial works, all other jobs assigned by the Company.

III. ELIGIBILITY:

1. QUALIFICATION:

Associate Membership of the Institute of Company Secretaries of India

2. AGE LIMIT:

Maximum age of 42 years as on the date of Notification

3. EXPERIENCE:

At least 7 years of post qualification experience

4. SKILLS:

Communication, decision making ability, leadership quality, analytical skill, adaptability, problems solving etc.

5. DESIRABLES:

Degree in Law is preferred.

6. COMMUNICATION CRITERIA:

The candidate should also be conversant (speak, read and write) in Malayalam

7. 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