



KERALA PUBLIC ENTERPRISES (SELECTION & RECRUITMENT) BOARD

Vellayambalam, VikasBhavan P.O, Thiruvananthapuram

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NOTIFICATION

CATEGORY NO: 090/2024

Opening Date: 28-10-2024

Closing Date: 30-11-2024

Name of the PSU	:	Malabar Cements Limited
Name of the post	:	Company Secretary(Grade M5)
No. of Vacancy	:	1
Category of the PSU	:	C
Post Type	:	Permanent
Pay Scale	:	55,350 - 101,400

I. COMPANY PROFILE:

Malabar Cements Limited was incorporated in April 1978 as a fully owned Government of Kerala Undertaking with a capital outlay of Rs. 6800 lakhs and paid up equity capital of Rs. 2600 lakhs. The company is manufacturing cement utilising the cement grade limestone deposit in the Walayar reserve forest (Pandarithu hills). The manufacturing plant at Walayar, with a production capacity of 6.6 lakh MT per annum, started commercial production in April 1984.

II. JOB DESCRIPTION AND RESPONSIBILITIES:

Responsible for all secretarial works in the company including convening Board meeting and related works. Liaisoning with all Board of Directors of the Company, responsible for Internal Audit and Liaisoning with external Audit party including AG's and shall be reporting to Managing Director. Any other works assigned by the management time to time.

III. ELIGIBILITY:

1. QUALIFICATION:

Graduate with Associate Membership of Company Secretaries of India

2. AGE LIMIT:

Not to exceed 36 years as on the date of Notification with usual relaxation as per Government norms.

3. EXPERIENCE:

Two years' experience as Company Secretary in a large organisation registered under the Companies Act.

4. DESIRABLES:

Good communication skill in English and Malayalam

5. 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