



KERALA PUBLIC ENTERPRISES (SELECTION & RECRUITMENT) BOARD

Vellayambalam, VikasBhavan P.O, Thiruvananthapuram

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NOTIFICATION

CATEGORY NO: 004/2024

Opening Date: 19-02-2024

Closing Date: 22-03-2024

Name of the PSU : Autokast Ltd
Name of the post : Company Secretary(officer grade) M zero three
No. of Vacancy : 1
Category of the PSU : D
Pay Scale : 9,590 - 13,610

I. COMPANY PROFILE:

Autokast Ltd, a Government of Kerala owned enterprise established in the year 1984 for the manufacturing of Ductile Iron, Grey Iron and Steel castings. The product cater to the Automotive, Windmill Energy, Agricultural, Construction, Mining, Railways, Defence and General Engineering sectors. Autokast Ltd is an ISO 9001-2015 certified company and our facility is approved by RDSO as Class A foundry. The optimum production capacity is 6000MT(13200) of good castings per annum.

II. JOB DESCRIPTION AND RESPONSIBILITIES:

Company secretarial matters directly reporting to Head of Finance/Managing Director

III. ELIGIBILITY:

1. QUALIFICATION:

Company Secretaryship with valid membership in ICSI (Institute of Company Secretaries of India)
(Regular)

2. AGE LIMIT:

Not to exceed 36 years as on the date of notification

3. EXPERIENCE:

2 years post qualification experience in a reputed industry/organisation.

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