



KERALA STATE INDUSTRIAL DEVELOPMENT CORPORATION LTD.

Advt. No.: KSIDC/2023-24

04.04.2023

NOTIFICATION

The Kerala State Industrial Development Corporation Ltd. (KSIDC), a premier Public Sector Undertaking in Kerala engaged in industrial & investment promotion, project financing & facilitation, development of industrial infrastructure & parks etc., invites application from qualified and competent candidates for appointment to the following **permanent post**. The details are given below –

| Post | Domain | Vacancy | Qualification | Experience | Pay & Age | Category |
|-------------------|-------------|---------|---|--|---|----------|
| Company Secretary | Secretarial | 01 | Candidate should be a Member of the Institute of Company Secretaries of India; Desirable: LLB | Post qualification experience of 15 years. The experience shall be preferably in a reputed Public Sector Undertaking, Public Financial Corporation, NBFC. Candidate should be familiar with legal and corporate secretarial matters, filing various returns with the Ministry as per the provisions of the Companies Act/Rules and other applicable Laws, Conducting Board/Committee/General meetings, Coordination with Government agencies on various aspects of corporate laws including representing the Corporation before various authorities including compliance of NBFC guidelines in an RBI regulated environment. | Scale of pay – 85000-2000- 97000-2200- 108000-2400 - 117600 plus DA, HRA, CPF/NPS, leave surrender, medical reimbursement , conveyance allowance etc. as per the rules of the Corporation; Age: Upper Age limit not to exceed 55 years as on 03.5.2023. | General |

Mode of Application and Time limit

Interested candidates fulfilling eligibility criteria, may apply via **ONLINE** mode only by filling the prescribed application form given in the **website of Centre for Management Development (CMD), Thiruvananthapuram (www.kcmd.in)**

- The online application submission link will be open on **04.04.2023 (10:00 pm)**
- The last date for submitting the online application is **03.05.2023 (5:00 pm)**
- No application shall be entertained in KSIDC if it is submitted either online or offline.
- KSIDC reserves the right to fill or not fill the post advertised without assigning any reason.

Selection Methodology

The applications will be subjected to a scrutiny based on the details provided by the candidate, and a list of candidates eligible for further selection process will be prepared. The selection will be based on Interview of the shortlisted candidates. However, KSIDC/CMD reserves its right to opt for additional selection process, if required.

It shall be noted that admittance to various stages of the recruitment will be **provisional** only, and will not confer any claim unless various other conditions of selection are satisfied as the prevailing rules of the organization. Detailed scrutiny of the applications/credentials will be conducted before interview/appointment. Any discrepancy found during the detailed scrutiny will result in the rejection of candidature.

KSIDC/CMD reserves the right to shortlist only a limited number of candidates for selection process based on relevancy of experience, quality of academic achievements and overall suitability of the candidates to the position.

Instructions for Scanning of Photograph & Signature: -

- Scan the latest photograph of the candidate and upload the same in the space provided in the online application [scanned image shall be less than 200KB in *.JPG format only]
- Candidate shall make his/her signature on a white paper, scan the same and upload it in the space provided in the online application [scanned image shall be less than 50KB in *.JPG format only]
- The candidate has to scan his full signature, since the signature is proof of identity, it must be genuine and in full: initials are not sufficient. Signature in CAPITAL LETTERS is not permitted. The signature must be signed only by the candidate and not by any other person.
- The candidate has to scan and upload all relevant documents for proof of age, caste, educational qualification and experience in the space provided in the online application [scanned image shall be less than 400 MB in *.JPG format only]

General Instructions

- Applicant must be citizens of India.
- The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this recruitment before applying online

- The qualification stipulated for the post must be from a recognised University / Institute. Those applicants having qualification equivalent to any of the prescribed qualification should submit equivalency certificate issued by the competent authority and without such certificate, their candidature shall not be considered.
- Experience acquired after the date of passing of the qualification stipulated shall only be considered.
- The candidates shall submit caste certificate / non-creamy layer certificate, as applicable.
- KSIDC/ CMD is not responsible for any discrepancy in submitting the application. The applicant should not furnish any false, tampered, fabricated information or suppress any material information while filling up the application form. If the particulars furnished in the Online application form do not tally with the original documents produced by the Candidates his/her candidature will be rejected.
- In the event of any information provided by the candidates being found false or incorrect at any stage, their candidature/appointment is liable to be cancelled/terminated without any notice.
- KSIDC/CMD reserves the right to call for any additional documentary evidence from candidates in support of educational qualifications/experience / other notified eligibility requirements.
- Applicants should have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. CMD may send intimation to download call letters for selection process through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.
- The copy of the Appointment letters, Salary Certificates, pay slip etc. will not be accepted in lieu of work experience certificate.
- In case of any problems faced by the candidates in filling up the online application form they may contact the HELP DESK on the phone number: 0471 2320101 ext.: 237,250 between 10 am and 5:30 pm on working days (Monday – Friday)

04.04.2023

Sd/-

MANAGING DIRECTOR