Recruitment of Company Secretary

The Kerala Rail Development Corporation Limited, is a Joint Venture of Government of Kerala and Ministry of Railways, Government of India with Head Quarters at Thiruvananthapuram. Applications are invited from suitable, qualified, dynamic, result oriented and dedicated candidates for the post of Company Secretary. The eligibility criteria and other details are given below.

No. of posts: One

Mandatory Qualification: ACS/FCS

Desirable Qualification: CA/CMA/MBA or equivalent from a reputed B-School

Age limit: Maximum age should not exceed 40 years as on 1st December, 2017

Experience: Not less than 10 years of post qualification experience in company secretarial matters. Weightage will be given for persons with relevant experience in PSUs as Company Secretary and persons with experience project finance. The applicant should possess sound knowledge of the Companies Act and Company Law procedures, financial and accounting management functions, raising funds and should be proficient in working in a computerized eco system.

Job description:
1. To undertake and execute the job of secretary to the Company as envisage in the statutory provisions.
2. Other related duties and responsibility as required by the management.

General:
1. Compensation will be as per industry standards.
2. Experience and age criteria can be relaxed in case of otherwise exceptionally deserving candidates.
3. Selected candidates will be posted in Thiruvananthapuram, though liable to be posted anywhere in India.
4. Applicants engaged in Government/Quasi-Government/PSU should send their applications through proper channel.

Interested candidates may send their application with their Bio-data by email at krdclgok@gmail.com on or before 06-12-2017, 15:00 hrs.

Managing Director (i/c)