

THE KERALA STATE WOMEN 'S DEVELOPMENT CORPORATION LTD.

(A Govt. of Kerala Undertaking)

Corporate Office, First Floor, Transport Bhavan Building, East Fort,
Attakulangara P O., Trivandrum 695023.

Tel: 0471-2454570, www.kswdc.org

Employment Notification No. KSWDC/EA2/CS/104/2021 dated 16.10.2021

The Kerala State Women's Development Corporation Ltd, a State Public Sector Undertaking working for the social and economic empowerment of the Women of the state invites application for the post of Company Secretary on Contract basis.

<i>Sl no.</i>	<i>Name of post</i>	<i>No. of Vacancy (Communal Turn)</i>	<i>Qualification</i>	<i>Remuneration (p.m.)</i>
1	Company Secretary	1 (Open category)	<i>Essential:</i> (i) Graduation in any discipline (ii) ACS	Consolidated pay of Rs.55,350/- (Pre-revised)

(A) Age limit as on 01.01.2021 : 45 years

(B) General conditions :

Candidates meeting the requirements at the time of notification may apply in the application format available in the website describing full particulars of qualifications, experience, caste, age etc. with copies of the following documents as the case may be :

Copies of documents to be submitted along with the application :

- 10th or equivalent certificate for proof of age.
- Mark sheet & Certificate of qualifying examinations
- CGPA/CPI/DGPA/OGPA conversion chart issued by the university (as applicable)
- One copy of recent passport size photograph
- Experience certificate
- ID proof (Aadhaar/voters ID)

(C) (i) The envelope containing the application should be superscribed as given below :

“APPLICATION FOR THE POST OF COMPANY SECRETARY (CONTRACT)”
and to be addressed to

Head (HR & Admin.),
Corporate Office, First Floor,
Transport Bhavan Building, East Fort,
Attakulangara P O., Trivandrum 695023.

(ii) Applications without the required details/proof/signature are liable to be rejected.

(iii) Online applications shall not be considered.

(iv) Last date for filling application : 5.00 p.m. **05.11.2021**

(v) In the event of any information being found false/incorrect/incomplete at any stage of recruitment, the candidature/appointment is liable to be cancelled/terminated without any notice by the authority concerned.

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The Kerala State Women's Development Corporation Ltd.
Corporate Office, First Floor, Transport Bhavan Building, East Fort, Attakulangara P O.,
Trivandrum 695023 Phone : 0471-2454570

Last date : 05.11.2021, 5.00 p.m.

Application for the Post of

1. Name of candidate (in Block Letters)

2. Name of Father/Spouse :

3. Personal details :

*Affix self
attested
recent
passport
size photo*

Date of birth & age (as on 01.01.2021)	Gender	Religion/Caste
	Male/ Female/ Transgender	

4. Phone No. & E-mail ID :

Phone No.		E-mail ID
Land line no. with STD code	Mobile	

5. Address for communication :

Present address	Permanent address

6. Educational qualification :

Qualification	University/Board	Subject/specialization	Division (% of marks)	Year of passing

7. Experience :

Organisation/Employer	Designation	Period	Nature of duties

8. Languages known

Read	Write	Speak

9. Brief description of the duties and responsibilities assigned to the present job

10. References

(1)

(2)

11. Areas of interest :

12. ID proof (Aadhaar/Voters ID) :

DECLARATION

I do hereby declare that the information furnished above are true, complete and correct to the best of my knowledge and belief. I am fully aware that in the event of any information being found false or incorrect at any stage, my candidature/appointment is liable to be cancelled/terminated without any notice by the authority concerned.

Signature of the candidate

Name :

Place :

Date :