

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/2019 dated 28.02.2024

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 through **online**.

<i>Sl no.</i>	<i>Name of post</i>	<i>No. of Vacancy</i>	<i>Qualification</i>	<i>Remuneration (p.m.)</i>
1	Company Secretary	1	Essential: (i) Graduation in any discipline (ii) ACS Experience: A minimum of 5 years post qualification experience in relevant field Preferred Additional: LLB	Consolidated pay of Rs.63,700/- (Negotiable based on experience)

A) Age limit as on 01.01.2024 : 45 years

B) General conditions :

- (i) Candidates meeting the requirements at the time of notification shall apply online 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 uploaded along with the google format :

- 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
- Copy of ID proof (Aadhaar/voters ID)

C) Payment of fees - An amount of Rs.713/- (including GST) to be paid through NEFT.

Details given below :

Name	-	The Kerala State Women's Development Corporation Ltd.
A/c no.	-	0745102000003186
IFSC no.	-	IBKL0000745
Bank	-	IDBI, Ulloor branch

Last date for application submission : 5.00 p.m., 13.03.2024.

Sd/-
MANAGING DIRECTOR

Format for Company Secretary Post

Please fill the Google form attach and upload education qualification and experience details as given format.

https://docs.google.com/forms/d/e/1FAIpQLSeoZ5wQoxtitUii6hoK5FZLGqd72oguksbN2EWGzSEjuZmjw/viewform?usp=sf_link

Educational Qualification				
Qualification	University/Board	Subject/Specialization	Division(%of marks)	year of passing

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Experience			
Organisation /Employer	Designation	Period	Nature of Duties