

Name of the post	Manager (Secretarial)
Total No. of posts	One
Grade	E3, Rs.24900 – 50500 (IDA)
Qualification	Associate Company Secretary (ACS)/Fellow Company Secretary (FCS) and Member/Fellow of ICAI/ICWAI.
Experience	<p>Minimum 5 years of post qualification experience in Secretarial practice/ Internal Audit of a Company. The applicant should possess sound knowledge of Companies Act & Company Law procedures, Internal Audit, financial and accounting management functions and should be proficient in documentation in connection with Board/Audit/subcommittee Meetings, preparation of Annual Report, statutory filing etc. under the provisions of Companies Act.</p> <p>Weightage will be given to candidates with experience in Government Companies/PSUs. In addition, preference shall be given to candidates who have experience in managing the Internal Audit functions in a Government/PSU/Private organization of repute.</p>
Job description	The incumbent will report to the Company Secretary & shall assist Company Secretary in both Secretarial/Corporate-Internal Audit matters.
Maximum age limit (as on 1st March 2018)	40 years (Age relaxation applicable as per reservation rules)

General Conditions:-

- Experience and age criteria can be relaxed in case of otherwise exceptionally deserving candidates. Based on the credentials of the candidate, the post may be offered at the immediate lower grade, at the sole discretion of management.
- The number of vacancies shown above is tentative and may undergo change.
- Only shortlisted candidates will be notified for written test/interview which will be notified through email only. KMRL reserves the right to shortlist the candidates.
- Applicants employed in Govt./Quasi Govt./ PSUs shall apply through proper channel, after forwarding the advance copy along with the application fee and shall produce a “No Objection Certificate” from their employer at the time of interview.
- Acceptance or rejection of application of the candidates will be the sole discretion of the Management. Incomplete applications are liable to be rejected.
- Applications of candidates attempting to influence or interfere with the selection process will be rejected summarily and he/she will be declared disqualified for future vacancies in KMRL.
- No TA/DA will be paid by KMRL to candidates for attending written test/interview

How to apply:-

- Applicants should read the instructions in the website thoroughly before applying.
- Application form may be filled online by selecting the link in KMRL website. The scan copy of the supporting documents should be uploaded, failing which the application will be treated as incomplete.
- Applications forwarded through any other means including fax or e-mail will not be entertained.
- The application fee of Rs.500.00 should be paid online through the payment gateway of Kochi Metro Rail website. No other mode of payment will be entertained. This is non-refundable under any circumstances.
- The last date of submission of on-line application is 28th March 2018.

General Manager (HR, Admn. & Trg.)