

Name of the post	Company Secretary -CSML
Total No. of posts	One
Qualification	Associate Company Secretary(ACS)/Fellow Company Secretary(FCS)
Experience	Minimum 3 years of experience in Secretarial practice. The candidate should possess sound knowledge of Companies Act & Company Law procedures and should be proficient in documentation in connection with Board/Audit/subcommittee Meetings, preparation of Annual Report, statutory filing etc.
Tenure	On deputation/contract basis for two years, extendable for further periods on mutually agreed terms and conditions.
Maximum age limit (as on 1st October 2019)	35 years (Age relaxation applicable as per reservation rules)

General Conditions:-

- Salary will commensurate with the market rates for the candidates on contract basis. For those on deputation, as per the deputation terms and conditions.
- Those who have earlier applied for the post of Company Secretary and Internal Auditor(advertised in the month of May 2019) which is under process need not apply again. Subject to fulfillment of the conditions as per this advt., their candidature will be considered.
- Age criteria can be relaxed in case of otherwise exceptionally deserving candidates.
- Only shortlisted candidates will be notified for interview, which will be communicated through email only. CSML 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 CSML.
- No TA/DA will be paid by CSML to candidates for attending 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/CSML 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 13th November 2019.

General Manager (HR, Admn. & Trg.)