

<b>Name of the post</b>	<b>Company Secretary</b>
<b>Total No. of posts</b>	One
<b>Grade</b>	E4, Rs.70000 – 200000 (IDA)
<b>Qualification</b>	Associate Company Secretary (ACS)/Fellow Company Secretary (FCS) .  Associate/Fellow of ICAI or ICMAI would be an added advantage
<b>Experience</b>	Minimum 8 years of post qualification 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. under the provisions of Companies Act in an organization of repute.  Weightage will be given to candidates with experience in Government Companies/PSUs as Company Secretary/Dy. Company Secretary  Candidates working in Govt. Organisation/PSU should have atleast minimum 1 year experience in the immediate lower or equivalent grade.
<b>Maximum age limit ( as on 1<sup>st</sup> May 2019)</b>	45 years (Age relaxation applicable as per reservation rules)

**General Conditions:-**

- Experience(maximum 1 year) and age criteria(maximum 3 years from the upper age limit) 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 or higher grade, at the sole discretion of management.
- 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 27<sup>th</sup> May 2019.

**General Manager (HR, Admn. & Trg.)**

