

KERALA STATE CONSTRUCTION CORPORATION LIMITED

(A Government of Kerala Undertaking)

CIN:U45201KL1975SGC002681

Administrative Office,
30/1521-A, Bay under the Bridge
Northern side of Railway
Ponnuruni, Vyttila 682 019.
Tele Fax: 0484 2339953
E-mail: info@kscc.in



Registered Office
Old PWD Store compound
Near BSNL Office
PMG Junction, Vikas Bhavan P O
Thiruvananthapuram, Kerala
Ph/Fax: 0471 2306139/230288

No.CC/E2/2020/

06.08.2020

NOTIFICATION

Kerala State Construction Corporation Ltd.(KSCC Ltd.) Eranakulam a Government of Kerala Undertaking, invites application from qualified and experienced candidates for appointment to the following post on Part time basis, initially for a period of one year. Interested candidate may apply in the prescribed application form available in the website of KSCC Ltd.(www.kscc.in). The last date of receiving application is 26.08.2020.

Sl. No	Designation	Minimum qualification and experience	Maximum age limit (as on 31.05.2020)	Number of Vacancies	Application fee
1	Company Secretary (Part time basis)	Associate Member Ship from Institute of Company Secretaries of India with 5 years experience as Company Secretary	60 years	1	500/-


Managing Director

INSTRUCTIONS TO CANDIDATES

1. Candidates shall submit their applications in the prescribed form available in the Website of KSCC Ltd. (www.ksccl.in). Applications submitted via any other medium or incomplete applications will be summarily rejected.
2. The qualifications should be from recognized University/Institutions/Board and experience from registered firms (attach duly supported self attested copies of the documents).
3. Application shall be send to the **Managing Director, Kerala State Construction Corporation Ltd., Door No.30/1521-A, Bay under the bridge, Northern Side of Railway, Ponnurunny, Vyttila – 682019.** The last date for receiving the application is on **26.08.2020 (5 pm).**
4. Application fee of Rs.500/- can be paid by DD only drawn in favour of Kerala State Construction Corporation Ltd. payable at Ernakulam.
5. Admittance to all stages of recruitment will be provisional only. Any discrepancy found during the detailed scrutiny of the applications/credentials at any stage will result in the rejection of candidature.
6. Only post qualification work experience (as on 31.07.2020) of the candidate will be considered.
7. The selection procedure will be as decided by the KSCC Ltd.
8. Candidate should clearly mention the details while filling the application. Incomplete applications will be summarily rejected.
9. Candidates should provide a valid email ID and mobile number as all correspondence pertaining to recruitment will be communicated on email address and mobile number.
10. Kerala State Construction Corporation Ltd. reserves the right to reject the candidature/cancel the appointment at any stage without assigning any reason.


MANAGING DIRECTOR

KERALA STATE CONSTRUCTION CORPORATION LIMITED

APPLICATION FOR THE POST OF COMPANY SECRETARY (PART TIME)

Photo
(taken
within 6
months)

Name (in block letters) :

Date of Birth & Age :

Expected Remuneration/ month :

Email :

Mobile :

Religion :

Caste :

Category :

Permanent Address (with pin code) :

Qualifications (Starting with highest qualification first)

Sl.No.	Course	University/Board	Year of passing	Percentage of marks	Remarks

Work Experience (starting with latest experience first)

Sl.No.	Institution	Designation	From	To	Task and duties	Remarks

Name and Signature

Declaration:

I, _____ do hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any particular information given above being found false or incorrect, my candidature for the post is liable to be rejected.

**Name and
Signature**

Place:

Date: