



KERALA STATE DRUGS & PHARMACEUTICALS LIMITED

A Government of Kerala Enterprise

NOTIFICATION

No. KSDP/CMD/01/2022

16/11/2022

The Kerala State Drugs & Pharmaceuticals Ltd. (KSDP), a Government of Kerala enterprise, invites applications from qualified and competent candidates for appointment to the post of Company Secretary on contract basis. The appointment will be **on contract basis, for a tenure of 01 year.**

Interested candidates may apply **ONLINE** through the website of Centre for Management Development (CMD), Thiruvananthapuram (www.kcmd.in) by satisfying themselves with the terms and conditions of this recruitment.

Schedule of Events:

- Start date for submitting online application: 17/11/2022 (10.00 AM)
- Last Date for submitting online application: 30/11/2022 (05.00 PM)

The details of the post, qualification and remuneration are mentioned below:

Sl. No.	Post	Qualification	Experience Required*	Age Limit*	Monthly Consolidated Pay
1	Company Secretary <i>No. of Vacancies: 01</i>	A Member of the Institute of Company Secretaries of India with additional qualification of Intermediate or Final level of the Institute of Cost and Management Accountants of India (ICMA).	Minimum 02 years.	Maximum Age Limit of 36 years. Age relaxation to OBC, SC/ST and other backward communities.	Rs. 60,000/-

* As on 01.11.2022.

Selection Process

The selection process may comprise any/a combination of Group Discussion, Technical Interview and Personal Interview. KSDP reserves the absolute right to decide as to whether to use any of these modes for selection to the notified posts.

Instructions for Scanning of Photograph & Signature: -

- Scan the latest photograph of the candidate and upload the same in the space provided in the online application [scanned image shall be less than 200 kB and in *.JPG format only]
- Candidate shall make his/her signature on a white paper, scan the same and upload it in the space provided in the online application [scanned image shall be less than 50 kB and in *.JPG format only]
- The candidate has to scan his/her full signature, since the signature is proof of identity, it must be genuine and in full: initials are not sufficient. Signature in CAPITAL LETTERS is not permitted. The signature must be signed only by the candidate and may not be by any other person.
- The candidate has to scan and upload CV (in *.PDF format) and all other relevant documents for caste, educational qualification and experience in the space provided in the online application [each scanned image shall be less than 3 MB in *.JPG format only].

General Instructions:

1. The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this recruitment before applying and shall enter the particulars completely Online.
2. KSDP shall not be responsible for any discrepancy in submitting the Online application.
3. Applicants must compulsorily fill-up all relevant fields of the Online application.
4. Incomplete/incorrect application form will be summarily rejected. KSDP under any circumstances will not entertain the information, if any, furnished by the candidate subsequently. Applicants should be careful in filling-up the application form at the time of submission. **If any lapse is detected during the scrutiny, the candidature will be rejected even though he/she comes through the final stage of recruitment process or even at a later stage.**
5. The applicant should not furnish any false, tampered, fabricated information or suppress any material information while filling up the application form. If the particulars furnished in the Online application form do not tally with the Original documents produced by the Candidate, his/her candidature will be rejected.
6. KSDP reserves the right to fill or not fill the post advertised.
7. Applicants should have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. KSDP may send intimation to download call letters for Interview through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying online and must maintain that email account and mobile number.

**Sd/-
MANAGING DIRECTOR**