



KOCHI METRO RAIL LIMITED
(A 50 :50 Joint Venture of Government of India & Government of Kerala)
4th Floor, JLN Metro Station, Kaloor, Kochi-682 017.

Advt. No : KMRL/HR/2023-24/27,

Dated (30.01. 2024)

Kochi Metro Rail Limited (KMRL) a 50:50 Joint Venture of Government of India and Government of Kerala incorporated for the implementation of the Kochi Metro Rail project and for its Operation & Maintenance.

We are looking for an experienced, energetic and result-oriented talented candidate for the post of Company Secretary at E4 level. We provide best in class exposure to our employees in terms of Pay & Allowances, Career Growth & Professional and Personal Development Opportunities.

The brief details of the post are as under:

Name of the Post	Company Secretary –E4
Total no. of Posts	One
Grade/ Pay scale	E4, Rs. 70,000-2,00,000(IDA)
Type of Recruitment	Regular
Essential Qualification	Associate / Fellow Membership from the Institute of Company Secretaries of India (ICSI) along with Graduate in any degree from the recognized institutions / Universities.
Experience	<p>Minimum 10 years of post-qualification experience in Secretarial practice.</p> <p>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.</p> <p>Weightage will be given to candidates with experience in Government Companies/PSUs as Company Secretary/Dy. Company Secretary.</p> <p>Candidates presently working in PSU/Govt. Organizations should be working in the equivalent scale or should have minimum two years' experience in the immediate lower grade/its equivalent scale.</p> <p>Subject to fulfilling the other requirements, Candidates from Private Sector Companies will be considered subject to their present CTC being at least Rs.1.30 lakh per month</p>
Maximum Age Limit (as on 1st January 2024)	45 Years (Age relaxation applicable as per reservation rules)

General Conditions:-

- Age, Qualification & Experience will be reckoned as on 01.01.2024.
- Only shortlisted candidates will be notified for written/online test and/or interview, which will be communicated through email id registered with KMRL by the applicants. No other mode of communication will be attempted.
- KMRL reserves the right to shortlist the applicants for written/online test and/or interview.
- Any corrigendum/ addendum to this advertisement will be displayed only in the website (kochimetro.org). Applicants are requested to visit the website from time to time for all updates.
- Applicants employed in Govt. /Quasi Govt. / PSUs shall produce a “No Objection Certificate” from their employer at the time of written/online test and/or interview.
- Experience Candidates from PSU/Govt. Organizations should be presently working in the equivalent grade/its equivalent scale or in the immediate lower grade/its equivalent scale and proof thereof shall be submitted along with application or at the time of written/online test and/or interview.
- Acceptance or rejection of application of the candidates will be at the sole discretion of the Management. Incomplete applications are liable to be rejected.
- KMRL management reserves the right to cancel or amend this advertisement.
- 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 the selection process.
- KMRL reserves the right to cancel the selection process or not to fill the position/ select any candidate, without assigning any reason.
- Candidature of a candidate is liable to be rejected at any stage of the recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or not in conformity with the eligibility criteria mentioned in the advertisement.
- Merely fulfilling the minimum qualifications and experience will not confer on any candidates the right to be shortlisted /called for written/online test and/or interview or to be selected.
- KMRL reserves the right to offer a grade lower than that which was applied for by the candidates.
- KMRL reserves the right to maintain a list of waitlisted candidates after selection process for filling future vacancies, if any as per the Recruitment Rules.
- No correspondence, whatsoever, will be entertained from candidates regarding conduct and result of written/online test and/or interview and reasons for not being called for selection.
- The following documents should be attached by the applicants along with the application for substantiating their Age, Qualification, Experience, CTC:

Proof of Age	: Matriculation/Birth Certificate
Educational Qualifications	: All Year/Semester Mark Sheets & Certificates.
Experience	: a) Past Employments- Service certificate (It should have Date of joining, date of Relieving, Pay Scale etc.) b) Current Experience : Appointment Letter, Proof of date of joining, Latest Payslip etc.

How to apply:-

- Applicants should read the instructions in the website (kochimetro.org/careers) thoroughly before applying.
- Application form may be filled online by selecting the link in KMRL website. The scanned copy of the supporting documents should be uploaded, failing which the application will be treated as incomplete. All the supporting documents shall be uploaded.
- Applications forwarded through any other means including fax or e-mail will not be entertained.
- The last date of submission of on-line application is 20th February 2024.

General Manager (HR, Admin & Trg.)