

KCB/CS/02/2025

23.04.2025

Notification

Applications are invited from qualified and experienced candidates for appointment on contract basis to the Post of Company Secretary in Kerala Cashew Board Limited. Interested candidates may apply via **ONLINE** mode only by filling the prescribed online application form given in the website of Centre for Management Development (CMD), Thiruvananthapuram (cmd.kerala.gov.in). The online application submission link will open on **23.04.2025 (10:00 am)**. The last date for submitting the online application is **07.05.2025 (05.00 pm)**.

Sl. No.	Post	No. of Vacancy	Qualification & Experience	Age	Monthly Salary	Contract Period
1.	Company Secretary	01	1. ACS having valid membership from institute of Company Secretaries of India 2. Minimum 1 year of post qualification experience in companies covering under the Companies Act	Below 45 years	Consolidated amount of Rs. 45,000/- p.m.	11 Months (likely to be renewed based on performance).

Instructions / Information to Candidates

1. The appointment will be made on contract basis specifically for a period of 11 Months (likely to be renewed based on performance). If the service of the employee will be found unsatisfactory, he/she will be terminated with one month's notice.
2. **Age:** Maximum age limit is fixed as **45 years** as on **01.04.2025**.
3. **Only Post Qualification Work Experience of the candidate until 31.03.2025 will be considered.**
4. Admittance to various stages of the recruitment will be provisional only and will not confer any claim for appointment unless various other conditions of selection processes are satisfied. Detailed scrutiny of the applications/credentials will be conducted before interview/appointment. Any discrepancy found during the detailed scrutiny will result in the rejection of the candidature.
5. Canvassing in any form will lead to disqualification.

6. **Candidates will have to upload their passport size photograph (taken within six months), signature and copies of certificates proving qualification and experience while submitting the application. The photograph and signature must be in JPEG format. The size of the photograph must be less than 200 kb and the size of the signature should be less than 50 kb. The copies of certificates shall be either in JPEG format or in PDF format, and shall not exceed 5mb size.**
7. The Qualifications should be from UGC approved Universities/Technical Board/Institutions. The candidates those who claim equivalent qualification instead of qualification mentioned in the notification shall upload the relevant Government Order or an equivalency certificate issued by UGC approved Universities/Technical Board/Institutions from Kerala to prove the equivalency at the time of online application, then only such qualification shall be treated as equivalent to the prescribed qualification concerned.
8. Candidate should clearly mention the percentage of marks (G.P.A if any should be converted into percentage) scored in their qualifying examination in the application. In the event of any information provided by the candidate being found false or incorrect at any stage, their candidature/appointment is liable to be cancelled/terminated without any notice.
9. KCB/CMD is not responsible for any discrepancy in submitting the application through Online. Before submission of the online application, candidates must check that they have filled correct details in each field of the online application form. After submission of the online application form, no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Phone, Email, by hand, etc. shall not be entertained.
10. Candidates must upload their qualification certificates and experience certificates while applying. Those who fail to upload the certificates shall be summarily rejected.
11. Candidates should provide a valid email ID (personnel) and mobile number as all correspondence pertaining to recruitment will be communicated on email address and mobile number provided at the time of filling online application. Any request for change of mobile number and e-mail address will not be entertained at any stage.
12. KCB reserves the right to reject the candidature/cancel the appointment/cancel the recruitment process at any stage without assigning any reason.

**Sd/-
Authorized Signatory**
