

023/HR/2022/KBFPCL

29.04.2022

Notification for Company Secretary

Kudumbashree Broiler Farmers' Producer Company Limited (KBFPCL) is a Producer Company with Rs.2,50,000/- paid up capital and registered under the Companies Act 2013, with an annual turnover of 6.29Cr in 2019-2020, 9.51Cr in 2020-2021 and Rs 67.05 Cr in 2021-22, intends to take up whole time Company Secretary for one year on contract basis. Further extension will be considered upon successful completion of assignments and decision of the board of directors of the company. Interested candidates shall send their resume along with duly filled application form and self attested copies of relevant certificates to The Chairman & Director, Kudumbashree Broiler Farmers' Producer Company Limited, TRIDA Rehabilitation Building, Medical College PO Thiruvananthapuram, Pincode 695011 on or before **20/05/2022**, 5.00 PM. The envelope should be superscribed with 'Application for the post of Company Secretary'. To download notification and application form, please visit www.keralachicken.org.in. Only hard copy of the application will be accepted. The list will be valid for one year. KBFPCL has the right to accept or reject any or all Application without assigning any reason thereof.

No of Post: 1

Educational Qualification:

Associate Membership in Institute of Company Secretaries of India.

Experience:

Minimum 2 years of relevant post -qualification (CS) experience of dealing with legal and regulatory matters of the company and good knowledge of Companies Act.

Consolidated Pay: Rs 40,000 per month

Age Limit: Below 40 years as on 01.05.2022

Roles & Responsibilities:

The Company Secretary is primarily responsible for all the statutory compliance as required by the Company from time to time. The broad roles and responsibilities of the Company Secretary shall cover but are not limited to the following activities:

- Carry out all matters concerned with the allotments of shares and issuance of share certificates including maintenance of statutory share register and conducting the appropriate activities connected with share transfer.
- Conduct of board/general meeting and other allied activities including preparation of notice, agenda and notes thereto.
- Preparation of minutes.
- Annual filings for applicable years and other related documents including directors report.
- Revisiting AOA & MOA and if required to amend the same.
- Preparation, certification and uploading of various e-forms prescribed under the company regulations.
- Prepare agreements, legal forms and other official documents for the company.
- Advising authorities and Board of Directors in risk management, business policies and strategies.
- Any other task that may be assigned from time to time by the higher authorities.

Selection Procedure: The Shortlisted candidate shall be selected on the basis of interview. The date of interview will be intimated via email and telephone.

Sd/-

Chairman & Director

Kudumbashree Broiler Farmers' Producer Company Limited

Approved for Issue,



Chief Executive Officer

Kudumbashree Broiler Farmers' Producer Company Limited



**KUDUMBASHREE BROILER FARMERS' PRODUCER COMPANY
LIMITED**

Application Form- COMPANY SECRETARY

1	Name				
2	Nationality				
3	Phone Number : Land Mobile				
4	Email ID (Shall be legible, all future correspondence will be through email ID only)				
5	Permanent Address				
6	Address for Communication				
7	Total post qualification experience(in number of years)				
8	Academic Qualifications(SSLIC onwards)		(self-attested copies to be enclosed)		
	Qualification	Name of Institution	Name of University	Year of Passing	% of Marks

9	Post qualification experience (Attach separate sheets if required) (self-attested copies to be enclosed)				
	From	To	Name of Organization	Designation	Nature of Work
10	Any pre-qualification experience				
11	Any other information (Attach separate sheets if required)				
12	References				

13. Details of enclosures:

- 1)
- 2)
- 3)

I hereby declare that all the statements made in the application are true and complete to the best of my knowledge and belief. I do not have any statutory impediment to apply or work for the above cited post.

Date:

Signature of candidate

Place:

Name