

KERALA CASHEW BOARD LIMITED

NOTIFICATION

REC/22/KCBL/C/02-CS

25.12.2022

Kerala Cashew Board Limited, set up by Government of Kerala, requires Company Secretary on contract basis for 11 months (The contract term is likely to be extended depending up on the satisfactory performance of the candidate being selected). The last date for the receipt of application is 05.01.2023 (05:00 pm). The details are as follows:

Details of Post:

The details of number of post, qualification required, age, salary and period of appointment are indicated below:

Sl. No.	Post	No. of Posts	Qualification required	Maximum age limit (as on 25.12.2022)	Monthly salary	Contract Period
1.	Company Secretary	1	1. ACS 2. Minimum 2 years post qualification experience in companies covering under the Companies Act.	40 years	40,000	11 months

Note: 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 3mb size.

General Instructions to Candidates:

- 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.
- **Only post qualification work experience of the candidate until 25.12.2022 will be considered.**

- Kerala Cashew Board Limited reserves the right to conduct a written test for the selection process in case if the number of candidates are more and shortlist only a limited number of candidates for group discussion/interview, as the case may be for the post, based on marks secured in the Written Test.
- 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.
- CMD or Kerala Cashew Board Limited 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.
- Candidates must upload their passport size photo, signature, educational certificates and experience certificates on the specific space mentioned in the application while applying. Those who failed to upload the certificates shall be summarily rejected.
- **The candidates those who claim equivalent qualification instead of qualification mentioned in the notification shall upload the relevant Government Order or an equivalency certificate** to prove the equivalency at the time of online application, then only such qualification shall be treated as equivalent to the prescribed qualification concerned.
- 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.
- There are no application fees for applying to the post mentioned.
- Canvassing in any form will lead to disqualification.
- Kerala Cashew Board Limited reserves the right to reject the candidature/cancel the appointment/cancel the recruitment process at any stage without assigning any reason.

Sd/-

Managing Director