

# TRANSFORMERS AND ELECTRICALS KERALA LIMITED

(A Joint Venture of Government of Kerala and NTPC Limited)

Angamaly South.P.O.; Ernakulam District

## REQUIRES

### Company Secretary on Fixed Term Contract Basis

**No. of Vacancies** : 1 No.

**Educational Qualification:**

Essential: Associate Membership in the Institute of Company Secretaries of India

Desirable: Degree in Law

**Experience:**

Minimum 2 years of post qualification experience as Company Secretary in Companies covering under the Companies Act, 2013

**Age Limit:** There is no upper age limit

**Period of Engagement:** Fixed Term Contract Basis which is initially for a period of 1 year, extendable upto 3 years or till completion of regular appointment to the said post, whichever is earlier.

**Consolidated Monthly Emoluments:** Commensurate with qualifications and experience

### General Conditions & Instructions to Applicants

1. The application is deemed to be complete and considered only on receipt of the hard copy of the application form duly filled in and signed by the candidate along with detailed bio-data, a passport size photograph (taken within six months) and copies of relevant certificates to **The Head of HR Department** at the address indicated above superscribing the position on the envelope ("Application for the post of Company Secretary on Fixed Term Contract Basis") so as to reach us on or before 05.01.2024.
2. Applications received after the stipulated date will not be considered. TELK will not be responsible for any postal delay/loss in transit in submission of application within the specified time.
3. Only Indian Nationals need to apply.
4. The candidates are advised to ensure while applying that they fulfill the eligibility criteria and other requirements and that the particulars furnished by them are correct in all respects. In case it is detected at any stage of recruitment process that the candidate does not fulfill the eligibility criteria and/ or does not comply with other requirements and/or he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature/appointment is liable to be cancelled/terminated without any notice.
5. TELK reserves the right to restrict/alter/cancel/modify the recruitment process, if the need so arises, without notice or assigning any reason thereof at any stage of recruitment process.
6. Screening of applications will be done with reference to the qualification and experience.
7. 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 process are satisfied.
8. Mode of selection will be based on Interview.

9. 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 at any stage of the selection process including after the appointment.
10. No TA and DA will be paid to any candidates for appearing for interview.
11. Short listed candidates will have to submit the original of their credentials for verification at prescribed stages in the selection process.
12. Any dispute with regard to recruitment against this notification will be settled in Courts within the jurisdiction of Kochi only.
13. All communications with regard to Interview call letter will be only through Online / E-mail. Therefore, Candidates should have a valid e-mail id. Candidates are advised to browse the website [www.telk.com](http://www.telk.com) regularly for updates/notices and announcements.
14. There is no application fees for applying to the post mentioned.
15. Canvassing in any form or influencing the officials related to the selection/recruitment process would result in immediate disqualification of the candidate and no further correspondence shall be entertained after disqualification.
16. Engagement as Company Secretary on fixed term contract basis will not provide entitlement to claim for permanent/regular employment in the Company. Selected candidate will not be eligible for any preference over other candidates while making recruitment for permanent/regular employment in the Company.

**Important Dates**

Start date of receiving application : 21.12.2023 (10.00 am)  
Last date for receiving Application : 05.01.2024 (5.00 pm)

Sd/-

**Head of HR**