



KERALA STATE ELECTRICITY BOARD LTD.

(Incorporated under the Indian Companies Act, 1956)

CIN : U40100KL2011SGC027424

OFFICE OF THE SECRETARY (ADMINISTRATION)

Phone: +91 471 2514456, 2514575, 2514504 Fax: 0471 2554039

E-mail: secretary@kseb.in

APPOINTMENT FOR THE POST OF COMPANY SECRETARY, KSEB LTD ON DEPUTATION BASIS

Estt.III/9395/2008

Dated: 28.09.2020

Kerala State Electricity Board Limited, is a Company fully owned by the Government of Kerala having annual turnover of Rs.12,665 crores engaged in the Generation, Transmission and Distribution of Electricity in the State of Kerala. Applications are invited from eligible candidates working under Central/State Public Sector Undertakings on deputation basis for the appointment to the post of Company Secretary with the following conditions/qualification

Name of post	:	Company Secretary.
No. of vacancy	:	1
Educational Qualification	:	1) Fellow of Institute of Company Secretary of India (ICSI) 2) Degree in Law will be preferable.
Experience	:	At least 10 years post qualification experience in a Company at which at least 5 years in a Company with an authorized capital of Rs.100 crores or more. Experience in Power Utility will be an added qualification
Pay Scale (Deputation)	:	As per conditions of deputation prescribed in Kerala Service Rules.
Tenure of appointment	:	One year or till regular hands through KPSC report for duty, whichever is earlier

Application for deputation shall be submitted in the prescribed format (Annexure I) along with the No Objection Certificate (NOC) (Annexure II) issued by the Competent Authority through proper channel to the Secretary (Administration), KSEB Ltd, Vydyuthi Bhavanam, Pattom, Thiruvananthapuram.

Application along with the attested copies of certificates in proof of age, qualification and experience may reach the office of the undersigned, ie, Secretary (Administration), KSEB Ltd., Vydyuthi Bhavanam, Pattom, Thiruvananthapuram on or before 31-10-2020. For further details visit www.kseb.in

SECRETARY (ADMINISTRATION)

To

The Public Relations Officer, KSEB Ltd , for circulation
The Chief Engineer (IT)

**APPLICATION FOR THE POST OF COMPANY SECRETARY ON DEPUTATION
KERALA STATE ELECTRICITY BOARD LIMITED**

**Affix Passport size
photograph**

- 1 Name (in Block Letters) :
- 2 Address for Communication
(in BLOCK Letters) :
- Phone (Mobile) :
- E-mail :
- 3 Age & Date of Birth :
- 4 Sex :
- 5 Present Official Address
- 6 Present post held :
- 7 Date of appointment to the
present post/grade :
- 8 Present Basic pay and Scale of
pay :

9 Details of Employment (starting from the present position) - use additional sheets, if required

Name and address of the Department/Company/ Institution	Period		Designation	Nature of Appointment (regular, deputation, contract etc	Nature of work	Gross Salary (Rs.)
	From	To				

- 11 Educational Qualification attach attested copies :
- (a) General :
- (b) Special :
- 12 If selected, approximate time required to join duty :
- 13 Any other information that the candidate may wish to provide :

DECLARATION

I declare that the details furnished above are true and correct to the best of my knowledge and belief.

Place :
Date :

Signature of Applicant

Name :

No objection/Verification Certificate by the Competent Authority

.....(Name & designation)
has been working in this Department/Institution/Organization/Corporation since
.....(Date) and there is no disciplinary or vigilance enquiry pending
against him/her. As per his/her service record, no major/minor penalties have been
imposed on him/her. If selected, the employer has no objection in relieving the
candidate to join within the stipulated date.

Place:
Date:

Signature with Name & Seal

(Office Seal)