



The Kerala Industrial Corridor Development Corporation Limited (KICDC)

(A Special Purpose Vehicle of Govt. of India & Govt. of Kerala)

No. KICDC/001-1/2025

12/08/2025

NOTIFICATION

The Kerala Industrial Corridor Development Corporation Limited (KICDC), a Special Purpose Vehicle of Govt. of India & Govt. of Kerala, invites applications from qualified and competent candidates for appointment to the various positions in KICDC. Interested candidates may apply **ONLINE** through the website of The Kerala Industrial Corridor Development Corporation Limited (KICDC) (**www.kicdcl.org**) by satisfying themselves with the terms and conditions of this recruitment.

Schedule of Events:

Start date for submitting online application	August 12, 2025 (10:00 A.M.)
Last date for submitting online application	August 29, 2025 (05:00 P.M.)

Details of Post:

The details of posts, no. of vacancies, eligibility criteria and annual consolidated pay are as given below:

Sl. No.	Post	Qualification	Experience (as on 30.07.2025)	Upper Age Limit (as on 30.07.2025)	CTC per Annum (Approximate in INR)
1.	Company Secretary <i>Vacancy: 01</i> <i>Location: Palakkad/Kochi</i> <i>Appointment : Regular basis on completion of probation period of 12 months.</i>	i. Any Graduate degree. ii. Fellow or Associate Membership of the Institute of Company Secretaries of India (ICSI). iii. Candidates having LLB degree shall be given preference.	Minimum 05 years of post-qualification experience with having handled Core Secretarial responsibilities.	35 years	11 Lakh

Job Description & Responsibilities

1. Company Secretary

- Responsible for organization's compliance with the provisions of the Companies Act and other statutes and bye-laws of the organization.
- Facilitate the Annual General/Extraordinary Meetings, Board meetings, Committee Meetings and to maintain a correct record of proceedings. To handle Board, Committee & General Meetings and implement the decisions taken by the Board/Committee/Members.
- Preparation of the agenda and other documents for all the meetings organized.
- Preparation of Directors report and its attachments, corporate governance report, Annual Report of the organization etc.
- Provide to the Directors of the organization required guidance in discharging duties, responsibilities and powers. Responsible for the custody of the seal of the organization and for the approval and signing of agreement leases, legal forms, and other official documents on the organization's behalf, when authorized by the Board of the Directors or the Executive responsible.
- Liaise and follow up with regulatory authorities / external agencies on behalf of the organization.
- To ensure compliance of the provisions of Companies Act, as well as compliance of Government of India guidelines/orders/State Guidelines.
- To carry out all matters concerned with the allotment of shares, maintenance of Statutory Records and Registers.

- To provide legal input and advice on implementation of various policies and rules etc, handle legal matters of the Company and to advise Management appropriately on legal agreements and contracts, whenever required by coordinating and maintaining good relations with various internal and external bodies including statutory authorities, Government agencies etc.
- To supervise the process of managing activities relating to any legal disputes against the Company.
- Keep abreast of changes in Company Law requirements.
- Any other tasks as assigned by the Management from time to time.
- Legal obligations of secretary.
- Filling of various documents/returns as required under the provisions of the Companies Law and other legislations.
- Proper maintenance of books and registers of the company as required under the provisions of the Companies Law.
- To issue notice and agenda of Board meetings to every director of the company and of the general meetings to the shareholders.
- To record and keep the minutes of the proceedings of the meetings of the directors.

Selection Process

The selection process may comprise of Written Examination /Group Discussion and/or Personal Interview. KICDC reserves the absolute right to decide as to whether to use any/a combination of these modes for selection to the notified posts.

Instructions for Scanning of Photograph & Signature

- Scan the latest photograph of the candidate and upload the same in the space provided in the online application [scanned image shall be less than 200 kB in *.JPG format only].
- Candidate shall make his/her signature on a white paper, scan the same and upload it in the space provided in the online application [scanned image shall be less than 50 kB in *.JPG format only].
- The candidate has to scan his/her full signature, since the signature is proof of identity, it must be genuine and in full: initials are not sufficient. Signature in CAPITAL LETTERS is not permitted. The signature must be signed only by the candidate and may not be by any other person.

General Instructions

- Applicant must be citizens of India
- The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this

recruitment before applying online.

- **KICDC shall not be responsible for any discrepancy in submitting the online application.**
- Applicants must compulsorily fill-up all relevant fields of the online application.
- Incomplete/incorrect application form will be summarily rejected. KICDC under any circumstances will not entertain the information, if any, furnished by the candidate subsequently. Applicants should be careful in filling-up the application form at the time of submission. If any lapse is detected during the scrutiny, the candidature will be rejected even though he/she comes through the final stage of recruitment process or even at a later stage.
- The applicant should not furnish any false, tampered, fabricated information or suppress any material information while filling up the application form. If the particulars furnished in the online application form do not tally with the Original documents produced by the Candidate, his/her candidature will be rejected.
- **The qualification stipulated for the post must be from a recognized University/ Institute. Those applicants having qualification equivalent to any of the prescribed qualification should submit equivalency certificate issued by the competent authority and without such certificate, their applications shall not be considered.**
- In the event of any information provided by the candidates being found false or incorrect at any stage, their candidature/appointment is liable to be cancelled/terminated without any notice.
- **KICDC reserves the right to call for any additional documentary evidence from candidates in support of educational qualifications/experience/ other notified eligibility requirements.**
- **Candidates must upload either the original certificate or the provisional certificate issued by a competent authority when submitting their educational qualification certificates. Uploading mark sheets, consolidated mark sheets, or statements instead of certificates will not be accepted, and such applications will be rejected.**
- Applicants should have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. KICDC may send intimation to download call letters for written test/proficiency assessment/interview through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying online and must maintain that email account and mobile number.
- The copy of the Appointment letters, Salary Certificates, pay slip etc. will not be accepted in lieu of work experience certificate. In the case of latest experience, applicants may upload an **AFFIDAVIT with details of employer, designation, period, nature of job, tasks**

and responsibilities. Affidavit is applicable only for latest experience. Experience certificates submitted without specific information like date of joining, relieving, duties and responsibilities, signature and seal of authorised person will not be considered.

- KICDC reserves the right to determine the selection process based on requirements. The selection process may include application screening, criteria-based screening, a written test, group discussion, skill test/proficiency test, an interview, or any combination of these methods.
- Please note that only shortlisted candidates will receive intimations via email, SMS, or phone call regarding the selection process.
- Enable email notifications to stay informed about updates and communications. Also, regularly check your spam or junk email folder for important messages
- Applications with blurred/ illegible Photograph/ Signature/ ambiguous experience certificates will be rejected.
- KICDC reserves the right to modify, cancel the notification or revise the number of posts at any time without assigning any reason or to stop the recruitment process altogether
- **Rights for the rules for the cut off marks/shortlisting in all stages of recruitment are reserved by KICDC.**
- The KICDC reserves the right to debar any candidate for any malpractice, including for a fraudulent claim of any kind of benefit / relaxation / concession, misconduct.

Sd/-
Authorized Signatory