

To be uploaded in KPL's Website:

Sub: Engagement of "Secretarial Officer" purely on Contract basis in Kamarajar Port Limited.

Kamarajar Port Limited (erstwhile Ennore Port Limited) invites applications from dynamic, experienced and result oriented professionals for the post of Secretarial Officer on contract basis for a period of 3 months which can be extended for a further period of 3 months each till the appointment of Secretarial Officer in regular role.

Qualification:

ACS

Experience:

The applicant should have

Essential:

2 Years of post qualification experience in the relevant area.

Desirable:

1. Experience in a Govt./ Public Sector Undertaking or reputed private company will be an added advantage.
2. Experience as Company Secretary in listed / public company, Knowledge on securities listing, etc.

Age:

No Bar

Nature of work:

Officer will be assigned work related to Compliance of SEBI regulations, Companies Act, Stock Exchange filings, preparation of MIS for various notifications, amendments of applicable acts, updation and maintenance of registers and any other work as directed by Company Secretary.

Terms and Conditions:

1. Remuneration: (All inclusive per month)

Consolidated pay of Rs. 50,000/- per month. No other benefits are applicable. Income tax will be deducted at source on monthly basis. No TA/DA shall be admissible for joining the assignment or on its completion.

2. Duration of Contract:

Selected candidate will be appointed on Contract basis initially for a period of 3 months, which can be extended/curtailed at the sole discretion of the Company. The contract can be terminated pre-maturely on one month notice by either side.

3. Selection Process:

Short listing of applications followed by interview

Interested Candidates are requested to send their Application along with their Bio-data, specifically mentioning their last pay drawn along with proof of documents for qualification, experience claimed and last pay drawn to **The General Manager (CS & BD), Kamarajar Port Limited, No 17, Jawahar Building, 3rd floor, Rajai Salai, Chennai -600001..** **Applications should reach the said address on or before 17-01-2018.**

4. General:

(i) The above posts are project specific for the limited period and is not for the regular establishment of KPL. No other perks or benefits would be admissible except those mentioned above.

(ii) No TA/DA/Journey expenses will be paid to the candidates for appearing in the interview. The candidates are advised to make necessary arrangements for his/her travel/stay well in advance, so as to reach the interview venue in time. In case interview is continued to next dates, candidates have to make necessary arrangement of their stay, at their own cost.

(iii) The engagement will not confer any right for regularization in KPL and increase in Salary during the contract period.

(iv) The contract can be terminated pre-maturely on one month notice by either side. However, in case of gross negligence/misconduct/irregularities, the employment may be terminated with immediate effect and in such cases the employee will be liable for action as per law/policies of the company.

(v) The Company reserves the right to consider/shortlist only those candidates suitable for KPL for interview. Decision of the Company with regard to eligibility of candidates will be final. Mere eligibility will not entitle any candidates for admission to interview or selection.

(vi) Management can withdraw/cancel/postpone the selection at any point of time without assigning any reason thereof.

(vii) Any dispute with regard to engagement against this advertisement will be under the jurisdiction of Court in Chennai only.

General Manager (CS & BD)