

KERALA ACADEMY FOR SKILLS EXCELLENCE (KASE)

Call for Applications for Engagement as Company Secretary

Kerala Academy for Skills Excellence (KASE), a Government of Kerala Undertaking is a Company incorporated under section 25 of Companies Act, 1956, established as an apex organization for the skill development initiatives in the state of Kerala.

- **Vacancy:** One.
- **Qualification:** Qualified Company Secretary having membership in Institute of Company Secretaries of India (ICSI).
- **Experience:** Minimum five (5) years post qualification experience.
- **Age:** Not above 45 years.
- **Pay:** Salary commensurate with qualification & experience.
- **Appointment:** The appointment will be on contract basis.

HOW TO APPLY?

Interested candidates meeting above eligibility criteria may forward their application in the **attached format** along with their CV, copies of all relevant documents for proof of age, educational qualification, experience etc. and a recent passport size photograph to:

The Managing Director,
Kerala Academy for Skills Excellence (KASE),
3rd floor Carmel Tower,
Cotton Hill,
Vazhuthacaud,
Thiruvananthapuram – 695014.
Ph: 0471 2735949, 0471 2735856.

Note:

- 1. Applications should be in the attached format only.**
- 2. Incomplete applications and applications without relevant documents will be summarily rejected.**

The envelope should be superscripted with "Application for the post of **Company Secretary.**"

Last date for receipt of application: 31st May 2018, 5 P.M.

Sd/-

MANAGING DIRECTOR



Skill Development Mission of Government of Kerala

**Format of application for engagement as Company Secretary in
KERALA ACADEMY FOR SKILLS EXCELLENCE (KASE)**

Name.....

Date of Birth Age

Correspondence Address:

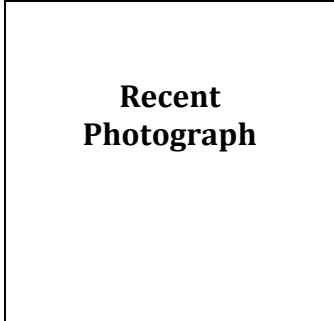
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Contact Number:

Email ID:

Academic Qualifications:

Sl.No	Courses	Course Duration		Institution/ University	Score in %
		From	To		



Other Qualifications (Specify):

- 1.
- 2.

Experience Details:

Sl.No	Name and address of the firm	Tenure		Position held	Salary	Reason for Leaving
		From	To			

References:

Name of the person:	Name of the person:
Name and Address of Organisation	Name and Address of Organisation
Designation	Designation
Email id	Email id
Contact number	Contact number
Relationship to Applicant	Relationship to Applicant

Declaration:

I confirm that the above information is complete and correct. Any untrue or misleading information will give my employer the right to terminate any employment contract offered.

Signature of the Applicant

Date: