



THE TRAVANCORE - COCHIN CHEMICALS LIMITED

(A GOVERNMENT OF KERALA UNDERTAKING)

PB No. 4004, UDYOGAMANDAL- P.O. KOCHI – 683 501, KERALA.

CIN:U24299KL1951SGC001237

Ref.No.HR/CCS/01/2022

21.09.2022

NOTIFICATION

Applications are invited from the candidates meeting the eligibility criteria for the empanelment for engagement as **Company Secretary on Contract Basis**.

Age	Maximum of 45 years as on 01.07.2022
Period of Contract	Initially for a period of one year extendable by one or more years at the absolute discretion of the Company.
Eligibility / Educational Qualification	<ol style="list-style-type: none">1. The candidate must be member of ICSI (Institute of Company Secretaries of India)2. The candidates who are also holding Bachelor's Degree in Law from a recognized University in India and / or qualified the final of ICAI / ICMA will be given preference.
Post Qualification Work Experience	The candidate should have at least 5 years working experience as a Company Secretary in a Limited Company.
Remuneration	₹ 80,000/- per month consolidated.



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Mode of Selection	Candidates will be short-listed for Personal Interview based on their qualification, experience and suitability for the post.
Job Description	<ul style="list-style-type: none">• Ensuring compliance to all Statutory and Regulatory requirements.• Also ensuring that decisions of the Board of Directors are implemented.• Maintenance of secretarial records, statutory books and registers.• Arranging board/general meetings and preparing minutes thereof.• Advising company in required matters.• Any other responsibilities allocated, including Internal Audit.
Terms and Conditions of Engagement	<ul style="list-style-type: none">• The terms & conditions of engagement is whole and simple governed by the provisions of the contract and the engagement shall not be construed as an employment in the Company and the provisions of PF / Gratuity / Pension, etc. shall not apply in this case.• The contract can be terminated by either of the parties by giving one month's clear notice.• No other allowance / payment / benefit / facility from the Company other than what has been specifically mentioned in the Terms & Conditions shall be payable.



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	<ul style="list-style-type: none">• On completion of the contractual period of one year, his / her engagement shall automatically come to an end and be renewed on the company's discretion. There will not be a need for issuance of communication by the Company for termination of the contract after the above said period.• He/she shall be required to execute the Fidelity & Secrecy agreement in which he/she shall agree not to disclose any information/ data which he/she is privy to while in the contract engagement and shall take reasonable security measures to prevent accidental disclosure.
Termination	The contract shall be terminated by giving one month's notice in writing by either party.
Last date for receipt of application	07.10.2022, 4pm. The applications received after last date will not be entertained.
Application Fee	Applicants will have to pay an application fee of ₹ 500/- Application fee for SC/ST candidates will be ₹ 200/- (Candidate must attach valid caste/community certificate for application fees relaxation) Demand Draft drawn in favour of The Travancore Cochin Chemicals Limited, Udyogamandal, payable at Aluva for the above applicable fees must be enclosed along with the application.



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General terms and conditions for appointment

1. The engagement will be subject to the candidate being found medically fit by Company Medical Officer.
2. Leave, Holidays etc. will be applicable as per Rules of the company.
3. You will be subject to the Standing Orders of the company and other Rules and Regulations in force from time to time.
4. **TCC LTD** reserves the right to decide on the mode of selection. The decision of the company about the mode of selection, requirements, eligibility criteria, short listing of candidates etc. shall be final and binding. No correspondence will be entertained in this regard.
5. The date, time & address of the venue of interview will be informed to the shortlisted candidates only through the e-mail id mentioned in the application form and candidates have to attend for the same at their own cost. All further communication shall be through the e-mail id mentioned in the application form and hence the candidate shall keep the e-mail id given in the application valid and functional at all time till completion of selection process. Company will not be held responsible for failure communication sent through the e-mail id provided by the candidate / non communication on failure of submission of e-mail id in the application. Request for sending to different e-mail id after submission of application will not be entertained.
6. Meeting the eligibility criteria and / or appearing for the interview or such other method adopted by the management will not confer any right on the applicant for selection.
7. Candidates are requested to read the contents of the advertisement and ensure their eligibility before applying.
8. Envelope containing the application shall be superscribed with **“Application for the post of Company Secretary on Contract Basis – TCC”**
9. The Company would be free to reject the candidature of any candidate at any stage of the selection process, if he / she are found to be ineligible and / or furnished incomplete application / application without supporting documents & application fees, incorrect or false information / certificates / documents or has suppressed any material facts. If engaged, his / her engagement may be terminated. Decision of the Company in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of interview, selection and any other matters relating to recruitment will be final and binding on the candidate.
10. Company may, at its discretion, hold re-interview wherever necessary.
11. Candidates serving in Government / Public Sector Undertakings should produce “No Objection Certificate” from their employer at the time of interview, in the absence of which their candidature shall not be considered.



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12. The application in the prescribed format duly filled with self-attested copies of the below mentioned certificates to be attached along with the application and may be sent to the office of the undersigned (**Asst. General Manager (HR), The Travancore Cochin Chemicals Limited, Udyogamandal. P.O., Kochi - 683 501**), so as to reach **on or before 07.10.2022, 4pm**. Applications received through e-mail will not be considered. Originals of the documents shall be produced at the time of interview.
- Date of birth proof certificate.
 - Marks sheets (year-wise / semester-wise) and certificates in support of educational qualifications viz. SSLC, Graduation Degree, Post Graduation Degree, Professional qualifications etc.
 - ID proof mentioned in the application.
 - Membership Certificate of ICSI.
 - Work experience Certificate specifying designation / job profile, period of service (with specific dates) and detailed job profile from previous, present employers.
 - Any other relevant documents
13. The Company shall not be responsible for a application being rejected which is based on wrong information provided in any advertisement issued by an unauthorized person / institution. No correspondence or personal enquires shall be entertained by the Company.
14. Any dispute with regard to recruitment against this notification will be settled in courts within the jurisdiction of Ernakulam only.

Sd/-

Asst. General Manager (HR)
The Travancore Cochin Chemicals Ltd.,
Udyogamandal 683 501.



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Application form for Engagement of Company Secretary on Contract Basis

Name of applicant (Block letters)				Latest passport size photo		
Date of birth (as in SSLC Certificate) & Age						
Address with Pin Code						
Contact Numbers: 1.		2.				
E-mail Id:		Religion & Community:				
ID Proof	Aadhar, Voters ID, Driving Licence, Passport (Any one) Number :					
Marital Status		Gender	Male	Female		
Father / Mother / Guardian - Name & contact numbers						
Educational Qualification:						
Qualification	Name of Institution	Month & Year of passing	Name of Board / University	Total marks	Max. Marks	% Marks
SSLC						
Plus Two						
Degree						



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ICSI (Institute of Company Secretaries of India) Membership Details						
Membership No.						
Year of getting Membership of ICSI						
Additional Qualifications if any:						
Qualification	Name of Institution	Month & Year of passing	Name of Board / University	Total marks	Max. Marks	% Marks
Experience:						
Designation	Name of organization	Nature of work	Worked from	Worked till	Total service	

I declare that the details given are true and complete to the best of my knowledge and belief. I understand that suppression of any facts or giving false details in the application will entail disqualification for engagement.

Demand Draft No.:

Bank drawn on :

Amount:

Date:

Date of Application

Signature of candidate