



**KERALA STATE DRUGS AND PHARMACEUTICALS LIMITED
(KSDP)
A Government of Kerala Enterprise**

RECRUITMENT NOTIFICATION

No. CMD/KSDP/01/2023

January 20, 2023

The Kerala State Drugs and Pharmaceuticals Limited (KSDP) is a Public Sector Undertaking that manufactures and supplies essential and lifesaving medicines to cater the need of the common patients resorting to Government Hospitals in the State of Kerala. It was established in 1974 with the goal of making essential drugs available to the public at affordable prices.

Applications are invited On-line through Centre for Management Development (CMD) website (<https://kcmd.in/>) from eligible candidates for filling up the post of **Company Secretary on contract basis (initially one year)** at Kerala State Drugs and Pharmaceuticals Limited (KSDP).

The desirous eligible candidates may apply **ONLINE** by satisfying themselves with terms and conditions of this recruitment.

Schedule of Events

- Start date for submitting online application: 20.01.2023 (10:00 am)
- Last date for submitting online application: 03.02.2023 (5:00 pm)

The details are as follows:

Post and No. of Vacancy	Qualification and Experience	Age limit & Remuneration
Company Secretary <i>Vacancy: 1 No.</i>	A member of the institute of Company Secretaries of India. An additional qualification of Intermediate or Final level of the institute of Cost and Management Accountants of India (ICMA) is desirable. <u>Experience</u> Minimum 2 years of experience	Maximum age should not exceed 36 years as on 01.01.2023. Age relaxation to OBC, SC/ST applicants Salary: Rs. 60,000 consolidated

General Instructions

- 1) Eligible Applicants applied for the same post vide Notification No. KSDP/CMD/01/2022 dated 16.11.2022 need not apply again since their applications will be considered for this recruitment process.
- 2) Application fee of Rs.800/- plus transaction charges shall be paid online along with the submission of application
- 3) The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this recruitment before applying and enter the particulars completely Online

- 4) KSDP/CMD is not responsible for any discrepancy in submitting the application through Online.
- 5) Applicants must compulsorily fill-up all relevant fields of applications and submit application through Online.
- 6) Incomplete/incorrect application form will be summarily rejected. CMD 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.
- 7) 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 Candidates his/her candidature will be rejected
- 8) CMD/KSDP reserves the right to fill or not fill the post advertised
- 9) Applicants should have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. CMD may send intimation to download call letters for Written test/Group discussion/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 on-line and must maintain that email account and mobile number.

Sd/-
Authorised Signatory