

Date of Advt. 22.11.2022

EMPANELMENT OF COMPANY SECRETARY AT KITCO LTD.

Ref: KITCO-HR/FTC/02/2022

KITCO Ltd. invites applications from experienced and competent persons for empanelment of Company Secretary on Fixed Term Contract Basis (FTC) for a period of 2 years, extendable for further period, based on performance.

ELIGIBILITY CRITERIA:

Member of Institute of Company Secretaries of India (ICSI), with minimum 3 years of post-qualification experience in independently handling secretarial compliances and well versed with the provisions of the Companies Act and secretarial standards.

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.

REMUNERATION AND PERQUISITES:

Remuneration & Perquisites shall be on Cost to Company (CTC) basis and would be decided based on the number of years' of relevant work experience, additional qualifications, current salaries and reasonable market benchmarks. The minimum CTC proposed for 3 years of post-qualification experience is Rs.3 lakhs.

The following components shall be available in the CTC:

- Fixed Salary (Basic pay and HRA)
- Performance Linked Variable Pay (paid annually based on performance)
- Statutory payments & other benefits as applicable
- PF contribution as per The Employees' Provident Fund and Miscellaneous Provisions Act, 1952
- Subsidized Lunch Facility at Head office

Any statutory provisions mandated by the laws applicable in India.

The annual increments and performance based pay shall be decided by the Management based on performance of the Individual & Company.

INSTRUCTIONS TO APPLICANTS:

1. Candidates meeting the above eligibility criteria may submit their application by email to career@kitco.in, comprising their detailed Curriculum Vitae / resume and scanned copies of certificates/credentials in proof of information furnished in the CV/resume in support of fulfilment of the eligibility criteria as mentioned above with the subject of the email as “Application to the post of Company Secretary”. The first cut off date for this empanelment is 25.11.2022. Notifications for further cut-off dates will be published in the website of KITCO Ltd.
2. Applicants are requested to ensure that they fulfil the eligibility criteria as per notification (qualification, experience etc. mentioned against each Post) and that the particulars furnished by them are correct. If detected at any stage of the recruitment process that the candidate does not fulfil the eligibility criteria and/ or does not comply with other requirements and/or he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature is liable to be rejected. Hand delivery or submission of application through any other means will NOT be allowed.
3. KITCO Management reserves the right to decide the cut-off dates, selection process and to call only a limited number of candidates for interview. Applications received after the cut-off date would be summarily rejected. KITCO Ltd. will not be responsible for any delay in submission of application within the specified time.
4. Screening of applications will be done at KITCO with reference to the qualification, relevance of work experience, etc.
5. Short listed candidates will have to produce the original of their credentials at the time of interview.
6. The upper age limit of candidates to apply for the above posts is 45 years as on the cutoff date.
7. The Management reserves the right to cancel the above advertisement in part or full.
8. The Management reserves the right to call only a limited number of candidates for interview.
9. Posting for the positions can be anywhere in India or abroad.
10. KITCO Ltd. will not be responsible for any delay in submission of application within the specified time. The period of appointment to the above posts shall be on a fixed term contract basis as per operational requirements of KITCO.
