



KUDUMBASHREE BROILER FARMERS
PRODUCER COMPANY LTD.

KUDUMBASHREE BROILER FARMERS PRODUCER COMPANY LTD.
DOT SPACE BUSINESS CENTRE
TC 24/3088, Usha Sandya Building
Kowdiar, Dewasom Board Road, Thiruvananthapuram 695033

+91 471 255 4715

info@kudumbashree.org, ahkudumbashree@gmail.com

kudumbashreebfpcl@gmail.com, ahkudumbashree@gmail.com

www.keralachicken.org

0001/HR/19/KBFPCL/00014

31.08.2019

Notification- Company Secretary

Kudumbashree Broiler Farmers Producers Company Limited intends to take up Company Secretary to empanel for one year. The Chief Executive Officer, Kudumbashree Broiler Farmers' Producer Company Limited, Kudumbashree State Mission, 2nd Floor, TRIDA Rehabilitation Building, Medical College P.O., Thiruvananthapuram - 695011, Kerala invites sealed EOI from experienced candidates.

Education Qualification:

As prescribed under Companies Rules, 1988, an individual shall be appointed as Company Secretary if he possesses the Membership of the Institute of Companies Secretaries of India (ICSI).

Minimum Experience Required

Minimum 1 year of professional experience of dealing with legal and regulatory matters of the company and good knowledge of Companies Act.

Pay Scale Consolidated fixed per year: Negotiable

Roles & responsibilities:

Company Secretary is responsible for company secretarial, legal, corporate governance and administrative functions of the Company. He is responsible for conducting board and shareholders' meetings, statutory compliances, filing forms with various statutory authorities, court cases, due diligence/ drafting of all contract documents, preparation and submission of periodical MIS, liaison with various Government Departments / Agencies, formulating and implementing HR policies of the Company. He should be thorough in the new Company law, commercial and economic legislations, SEBI guidelines, FEMA provisioned. He is expected to play a leadership role and provide effective support in achieving sustained growth of the Company.

Selection Procedure

Appropriate service provider shall be selected on the basis of interview and panel discussion by the designated team for the purpose. Final rates and payment terms and conditions shall be finalized on the basis of the same. Separate call letter will not be issued for the same. Applicants should attend the interview panel discussion on 17th September 2019, 10.30 AM at EZ Suites NAD Rd, Kalamassery, ChaithanyaNagar, NorthKalamassery, Kalamassery Kochi, Kerala 683104 India.

Address:

KUDUMBASHREE BROILER FARMERS' PRODUCER COMPANY LIMITED
Kudumbashree State Mission,
2nd Floor, TRIDA Rehabilitation Building,
Medical College P.O.,
Thiruvananthapuram - 695011, Kerala.
Phone: 91-471-2554714, 2554715, 2554716

Closing date of application submission: 07.09.2019 before 5.00 pm. Both hard copy and softcopy of the application are accepted. The application shall be sent to the email: kudumbashreebfpcl@gmail.com.

Chairman & Managing Director

Kudumbashree Broiler Farmers Producer company Limited
2nd floor above munnar catering college. Trida building, road, Chalakkuzhi, Thiruvananthapuram,
Kerala 695011
Kudumbashree State Mission Office., Address

Application Form

1	Name of the Firm/agency		
2	Mailing address		
3	Phone No(s)		
4	Fax No		
5	e-mail		
6	Website		
7	Service Tax Registration No		
8	GST No		
9	PAN Card No		
10	Contact Person	Name	
		Designation	
		Cell Number	
11	Year of commencement of business (please attach documents for proof)		
12	Districts in which the agency has fully operational office		
13	Major clients	1	
		2	
		3	
		4	
		5	
14	Are you empaneled with other PSU/ Government clients		

Declaration Form

We hereby declare that all the information and statements made in this EOI are true and accept that any of our misrepresentations contained in it may lead to disqualification.

We hereby also declare that our company has not been debarred / blacklisted by any Government/ PSU/ SEMI Government bodies/ organizations.

Signature (Authorized Signatory):

Full Name:

Designation:

Address:

Date: