

Kerala State Handicapped Persons' Welfare Corporation

Pooappura, Thiruvananthapuram -12

Phone : 0471-2322065, ks_kshpwc@yahoo.com, Website: www.hpwc.kerala.gov.in

No. KSHPWC/267/2023-A5

08-10-2024

Expression of interest (EOI)

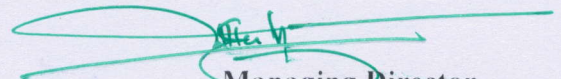
Expression of interest (EOI) is invited from Practicing Company Secretaries for working as Company Secretary (part-time) in the Kerala State Handicapped Persons Welfare Corporation.

Eligibility : Associate Company Secretary (Practicing Company Secretary) & Minimum 5 years experience as Company Secretary in Public Sector undertakings in Kerala.

Details furnished below.

Name of Institution	Kerala State Handicapped Persons Welfare Corporation Govt. of Kerala undertaking
Address (Head Office)	Poojappura, Thiruvananthapuram, 695012
Major Activities	<ol style="list-style-type: none">1. Implementation of various welfare activities (Govt. of Kerala) of differently abled persons.2. Implementation of National Divyangjon Finance and Development Corporation (Govt. of India) Loan Scheme.
Scope of Work	<ol style="list-style-type: none">1. Preparation and scrutiny of Agenda Notes and Minutes of both General Meetings and Board Meetings.2. Advising the Company regarding the Company Law Matters.3. Maintaining the Statutory Registers of the Company.4. Preparing, Scrutinizing and filing the various documents and forms to be filed at the Registrar of Companies (filing fee and filing expenses will be charged separately)5. Preparation of notice of general meetings, Directors Report and Annual Reports.6. Visit the office at fixed intervals to verify the company matters and when called upon for urgent matters.7. Any other work related to company affairs.
Authorised Capital	Rs. 2.25 crores
No. of Director Board Members	11
Retainer Fee	Rs. 8000/- per month

The Expression of interest (EOI) should be reached the Managing Director, KSHPWC, Poojappura, Thiruvananthapuram-12 on or before 22-10-2024 5 P.M


Managing Director.