



**KERALA FIBRE OPTIC NETWORK LIMITED (KFON)**

**NOTIFICATION**

No. KFON/CMD/03/2024

12.06.2024

The Kerala Fibre Optic Network Limited (KFON) is an audacious project of the Government aiming to obviate the digital divide. This project is to be a complementary infrastructure to the existing telecom ecosystem in the State. KFON Limited essentially acts as an information super-highway through the creation of a robust core and middle-mile infrastructure and will act as the perfect catalyst positioning Kerala as a Gigabit Economy.

The Centre for Management Development (CMD) on behalf of the Kerala Fibre Optic Network Limited (KFON), invites application from qualified and competent candidates for post of **Company Secretary (CS)** on retainer basis. The initial contract is for a period of (Three) 3 years.

Interested candidates may apply ONLINE through the website of Centre for Management Development (CMD), Thiruvananthapuram ([www.cmd.kerala.gov.in](http://www.cmd.kerala.gov.in)) by satisfying themselves with the terms and conditions of this recruitment.

***Schedule of Events:***

*Start date for submitting online application: 12/06/2024 (10.00 AM)*

*Last Date for submitting online application: 27/06/2024 (05.00 PM)*

The details of the post are given below:

Position: ***Company Secretary***

Vacancy: ***01***

Mode of Appointment: ***Retainer basis***

Retainer fee: ***Rs. 20,000 per month***

Qualification: ***A Member of Institute of Company Secretaries in India with a valid LLB degree. Preference will be given to candidates holding additional professional qualifications such as CA or ICWAI.***

Experience: ***Minimum of 5 years of experience working as a practicing Company Secretary in the Government Sector.***

Age Limit : ***50 years***

***Note:***

***\* The retainer fee will be inclusive of the certification charges associated with e-forms***

***\*Cut-off date for age and experience as on 27-06-2024***

### **Instructions for Scanning of Photograph & Signature**

- Scan the latest photograph of the candidate and upload the same in the space provided in the online application [scanned image shall be less than 200 kB in \*.JPG format only].
- Candidate shall make his/her signature on a white paper, scan the same and upload it in the space provided in the online application [scanned image shall be less than 50 kB in \*.JPG format only].
- The candidate has to scan his/her full signature, since the signature is proof of identity, it must be genuine and in full: initials are not sufficient. Signature in CAPITAL LETTERS is not permitted. The signature must be signed only by the candidate and may not be signed by any other person.

### **General Instructions**

- The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this recruitment before applying online.
- The Kerala Fibre Optic Network Limited (KFON) shall not be responsible for any discrepancy in submitting the online application.
- Applicants must compulsorily fill-up all relevant fields of the online application.
- Incomplete/incorrect application form will be summarily rejected. The Kerala Fibre Optic Network Limited (KFON) 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.
- 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 Candidate, his/her candidature will be rejected.
- The qualification stipulated for the post must be from a recognised University /Institute. Those applicants having qualification equivalent to any of the prescribed qualification should submit equivalency certificate issued by the competent authority and without such certificate, their candidature shall not be considered.
- The Kerala Fibre Optic Network Limited (KFON) reserves the right to fill or not fill the post advertised.
- 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/proficiency

assessment/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 online and must maintain that email account and mobile number.

- The copy of the Appointment letters, Salary Certificates, pay slip etc. will not be accepted in lieu of work experience certificate.

**Sd/-  
Authorised Signatory**