

# THE PLANTATION CORPORATION OF KERALA LTD

(An ISO 9001:2015 Certified Company under Government of Kerala)

REGISTERED OFFICE: KOTTAYAM-686 004

GIN:U01119KL1962SGC001997

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P&A-F- 434

05.05.2023

## WANTED

### COMPANY SECRETARY (Part Time Contract Basis)

Inviting -Expression of Interest from qualified persons / firms for appointment of Company Secretary (on part time contract basis). Those who are interested may apply on or before **20.05.2023, 3 pm**. Details can be had from the website.

(Sd/-)

Managing Director

Malayala Manorama: Kottayam Edition

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(An ISO 9001:2015 Certified Company under Government of Kerala)

Registered Office: KOTTAYAM-686 004

CIN:U01119KL1962SGC001997

☎ 0481.2578301-04, 2578306 (MD) Fax.0481.2575133 (MD) Web:www.pcklimited.in E-mail:pcklid@bsnl.in, mdpcklid@gmail.com



No.P&A/F/433

6<sup>th</sup> May, 2023

## **Inviting Expression of Interest (EOI) to work as Company Secretary in the Plantation Corporation of Kerala Ltd., Kottayam on contract basis.**

The Plantation Corporation of Kerala Ltd. (PCK) is a Public Sector Undertaking under the Agriculture Department of Government of Kerala headquartered at Kottayam. It manages about 14000 ha of mostly rubber, cashew and oil palm estates. PCK proposes to engage the services of a Company Secretary on a part time contract basis. The duties will include co-ordinating and conducting the meetings of the Board of Directors / General Body, advising the management and Board of Directors on statutory matters pertaining to the Corporation and meeting all statutory obligations of the Corporation under the Company's Act 1956.

The applicant may be an individual or a firm with due accreditation with The Institute of Company Secretaries of India (ICSI). Selected party is expected to work at the corporate headquarters of PCK at Kottayam for 1 – 2 days a week during the period of the contract. Those who meet the following eligibility criteria may apply.

1. Qualifications : A graduate with membership of the Institute of Company Secretaries of India
2. Desirable : Chartered Accountant / Cost Accountant
3. Experience : 3 year's experience in secretarial practice in a large company. Preference will be given to those having experience in Plantation Companies.

Those who meet the above qualifications may apply on a white paper with supporting documents to prove their eligibility as per the above criteria.

Candidates may also include any additional professional information that will strengthen their candidature such as total duration of experience, paid up capital of Companies where the candidate has worked in the past as a Company Secretary, etc.

The Expression of Interest shall be submitted as two bid system comprising of a technical bid and commercial bid. Both should be sealed separately and then put in another sealed envelope. The technical bid should contain all information and documents supporting the eligibility of the candidate. The commercial bid should clearly state the monthly remuneration the party expects from PCK and any other matter related to the job.

The technical bid will be used to evaluate the candidate's eligibility and suitability for the job as per the criteria explained above. The eligible candidate/party offering the lowest remuneration for its service in the commercial bid will be normally selected.

The separately sealed technical and commercial bids should be enclosed in another sealed envelope and submitted to the Managing Director, The Plantation Corporation of Kerala Ltd., Muttambalam P O, Kottayam - 686 004, either by Registered Post or by Courier or delivered in person at the above address not later than 3.00 p.m. on 20.05.2023 which will be opened immediately afterwards.

The envelope shall be superscribed as Expression of Interest for the position of Company Secretary. Applications received late will not be considered. PCK reserves the right

- a) To reject any / all application(s) without assigning any reasons thereof.
- b) To relax or waive/amend any of the conditions stipulated in this document as deemed necessary in the best interest of the PCK Ltd. without assigning any reasons thereof. Any waiver/relaxation modification/amendment of any part/parts of the EoI document/criteria set in the EoI document will be duly notified in the website <http://pcklimited.in>. It will be the responsibility of the bidders to check the website from time to time as no intimation will be sent individually nor will any prayer for extension of time or exemption of any clause be entertained at the time of evaluation of bids.
- c) To include any other item in the Scope of Work at any time before or after selection.

The period of engagement for the post of Company Secretary will be for a period of one year starting on the date on which the contract is signed.

  
06/05/23  
**Managing Director**