



Clean Kerala Company Limited

A Government of Kerala Undertaking

Thiruvananthapuram,

No: A1/2/CKCL/2023.

18-12-2025.

N O T I F I C A T I O N

APPOINTMENT OF COMPANY SECRETARY

Clean Kerala Company Limited (CKCL), a Government of Kerala Undertaking invites applications from Eligible candidates for appointment to the post of **COMPANY SECRETARY** on Contract basis for one year. (Contract is extendable based on performance)

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|------------------------|--|
| 1. Name of Post | : COMPANY SECRETARY |
| 2. Number of Vacancy | : 1 (One) |
| 3. Mode of Appointment | : Contract |
| 4. Qualification | : Associate /Fellow member of the Institute of Company Secretaries of India (ICSI). |
| 5. Experience | : Minimum 3 years of Post Qualification experience in Company Secretarial functions, preferably in Government/PSU/Public Limited Company. |
| 6. Age | : Below 50 years (Age relaxation available for retired hands) |
| 7. Remuneration | : Consolidated remuneration of Rs.55,000/- per month. |

Documents to be submitted :

- * Application form of Clean Kerala Company Limited.
- * Proof of Educational Qualification.
- * Proof of Age (SSLC).
- * Proof of Experience – (Experience certificate obtained from Employer/Employers)
- * Conduct Certificate from a Gazetted Officer obtained within 6 months.
- * Copy of ID Proof.

Last Date of Submission of Application : 14-01-2026

- Mode of submission – by Courier/Speed post/Registered post/Ordinary post/Direct submission during office hours. Cover containing application should be superscribed – Application for the post of “**Company Secretary**” along with format attached (page No.2) to the Address mentioned below:

**Managing Director,
Clean Kerala Company Limited,
State Municipal House,**

Vazhuthacaud, Thiruvananthapuram – 10.

- Interview date and time will be notified separately.
- Rank list will be valid for six months and arising vacancies will be filled from the rank list.
- Applications submitted without covering letter/vide e-mail without proper supporting documents will be rejected.
- Manual application is compulsory.



MANAGING DIRECTOR:

**Registered Office : TC-29/1732, Second Floor, State Municipal House,
Vazhuthacaud, Thiruvananthapuram – 10, Kerala**

CIN : U90000KL2013SGC035624

Phone : 0471-2724600 || Website : www.cleankeralacompany.com

Email : cleankeralacompany@gmail.com | info@cleankeralacompany.com

**Managing Director
Clean Kerala Company Limited
Thiruvananthapuram - 10**