



TRAVANCORE TITANIUM PRODUCTS LIMITED

THIRUVANANTHAPURAM-21

(A Govt. of Kerala Undertaking)

www.travancoretitanium.com

Tel.No.0471-2500221, 2500222, 2500540, Fax : 91-0471-2501127

Employment Notification No.02/TTPL/2018 dated 12/09/2018

Travancore Titanium Products Limited, a chemical manufacturing Company in the State of Kerala invites applications from qualified and competent professionals in the following position:

Sl. No	Name of Post	No. of vacancy	Essential/ Additional preferred qualification & experience	Scale of Pay (T.E./ p.m.)
1	Company Secretary	1	<u>ESSENTIAL</u> Qualified Company Secretary having membership in Institute of Company Secretaries of India (ICSI). <u>PREFERRED ADDITIONAL QUALIFICATION</u> Membership of Institute of Chartered Accountants of India or Institute of Cost Accountants of India <u>EXPERIENCE</u> 5 years Post Qualification Experience as Company Secretary in a leading Company.	20700-26600 (T.E: 82026/-p.m.)

a. Upper age limit as on 01/06/2018: 50 yrs with usual age relaxation to SC/ST/OBC candidates as per rules.

b. General Conditions:

- (i) Higher start in the scale will be considered in the case of highly competent/exceptionally qualified and experienced candidates.
- (ii) **The above notified vacancy shall be filled up as per the general turn/communal reservation turn as advised by the Employment Exchange.**
- (iii) **Experience will be relaxed to the eligible candidates belonging to the SC/ST candidates as per existing Government norms in this regard.**
- (iv) Candidates meeting the requirements at the time of notification may apply in the Application format available in the website describing full particulars of qualifications, experience, caste, age etc., with copies of the following documents and a detailed resume.

Copies of documents to be submitted along with the application

- (a) 10th or Equivalent certificate for proof of age.
- (b) Marks sheet & Certificate of qualifying examination.
- (c) Caste Certificate/ Non-Creamy Layer Certificate for SC/ST/OBC candidates (as applicable)
- (d) One copy of recent passport size photograph; and
- (e) Experience certificate

(v) The envelope containing the Application should be superscribed as given below:

“ APPLICATION FOR THE POST OF COMPANY SECRETARY” and
to be addressed to

The Dy.General Manager (HR)
Travancore Titanium Products Ltd, Kochuveli, Trivandrum 695 021

- (vi) Applications without the required details/proof/signature are liable to be rejected
- (vii) Online applications shall not be considered
- (viii) Last date for filing application : **11/10/2018**

