



**KARNATAKA STATE ELECTRONICS
DEVELOPMENT CORPORATION LTD.,**



(A Government of Karnataka Enterprises)

2nd Floor, TTMC 'A' Block, BMTc Complex, Shanthinagar, K.H. Road,
Bengaluru-560027 Tel: 080-22225645, Fax: 080-22232652

No.: KSEDCL/FA/FD/025/2023-24

Date: 18.02.2024

REQUIRED - COMPANY SECRETARY

Karnataka State Electronics Development Corporation Limited (KEONICS), an ISO 9001:2015 certified organization, has been in existence since 1976 with the sole objective of promoting electronics industries in Karnataka. KEONICS is involved in IT Infrastructure, IT Education, IT consultancy, IT training and networking, IT solutions span the areas of ERP solutions, web portals, software development. Currently KEONICS is looking for suitable candidates on contract basis for the post of Company Secretary.

Qualification and Experience: Candidates should be qualified ACS with degree from recognised UGC having post qualification experience as Company Secretary above three years. They should be a member of Institution of Company Secretary of India. Preference will be given to the candidates who possess degree or any equivalent qualification in Finance/Marketing borrowings.

Age : 30-50 Years

Job Profile : Drafting of Agenda, Proceedings of Board / Committees / AGM and other meetings, ROC, MCA and General Legal, Administration / HR matters, liaisoning with Government, Financial Institutions and Company correspondence.

Emoluments : Best in the industry, commensurate with qualification and experience.

If you have the drive and desire to be part of our initiative, please send your CV with photocopies of testimonials in proof with recent passport size photograph clearly mentioning the expected emoluments on or before **27.02.2024 upto 5.30 PM** via email: info@keonics.com. Application received after the time specified will not be considered for selection procedure. Canvassing in any manner will disqualify the candidate.

Shortlisted candidates will be informed to attend an interview in due course and any interim enquires about the result are unnecessary and will not be attended to. The Corporation does not enter into correspondence with candidates regarding the reasons for their non-selection for interview /appointment. KEONICS reserves the right to Cancel/Postpone the notification without assigning any reason thereof.

Application can be downloaded from: <https://www.keonics.in>

Sd/-

Managing Director, KEONICS, Bangalore