

PUDUCHERRY DISTILLERIES LIMITED
(A Govt. of Puducherry Undertaking)
Ariyapalayam, Villianur, Puducherry.

No.255/PDL/Estt/A1/2021

Puducherry, the 11.12.2021

NOTIFICATION

Sub: PDL – Filling up of Post of Company secretary in Puducherry Distilleries Limited on contract basis – Applications – Called for – Reg..

Applications are invited by Puducherry Distilleries Limited as detailed below:

No. & Name of the Post	Eligibility condition	Period, Terms & condition
Company Secretary) ONE	(a) Membership in the Institute of Company Secretaries of India	Period: Initially for six months. Extendable as per the necessity and eligibility of candidate.
	(b)CA/ICWA/Post Graduation.	Purely on full time contract basis.
	(c) Age: Not exceeding 45 years as on 31.12.2021.	Consolidated wages Rs.75,000/-per month.
	(d) Experience: Minimum of Five years in the related field out of which 2 years as a Company Secretary in a company with minimum Rs.5 crores paid-up capital.	

2. The application form is prescribed in the Annexure.

3. The duly filled application form for the post should be superscripted on the envelop as "Application for the post of Company Secretary on contract basis" should be sent only by post to reach the below mentioned address on or before 31.12.2021 at 5.00 PM to:

The Managing Director,
Puducherry Distilleries Limited
(A Govt. of Puducherry Undertakings)
Ariyapalayam, Villianur, Puducherry – 605 110.

APPLICATION FOR THE POST OF COMPANY SECRETARY ON CONTRACT BASIS

Affix Recent
Passport Size
Photograph

1. Name :
2. Date of Birth :
3. Age as on 31.12.2021 :
4. Address for communication :
4. Contact Number (Mobile) :
5. E-mail ID :
6. Educational Qualification :
7. Details of knowledge in Computer :
8. Brief Particulars of Experience with
Nature of duties performed :
9. Additional information if any, in
support of the suitability of the post :

Declaration

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief.

Station:

Signature of the Applicant

Date: