



**KUDUMBASHREE BROILER FARMERS' PRODUCER COMPANY LTD.**  
TC 94/3171, Opposite St. Anne's Church,  
Pallimukku, Pettah P.O,  
Thiruvananthapuram - 695024  
CIN : U01100KL2019PTC057331, GSTIN/UIN: 32AAHCK5583G1ZG  
☎ 0471- 353 0424  
✉ kudumbashreebfpcl@gmail.com  
🌐 www.keralachicken.org.in

023/HR/2022/KBFPCL

05.01.2026

### **Notification for Company Secretary**

Kudumbashree Broiler Farmers' Producer Company Limited (KBFPCL) is a Producer Company with Rs.2,50,000/- paid up capital and registered under the Companies Act 2013, The company recorded an annual turnover of Rs.105.62 Crore for the financial year 2024-25 and a total turnover of Rs.450 Crore. It intends to appoint a Whole-time Company Secretary on a contract basis for one year. Further extension will be considered upon successful completion of assignments and at the discretion of the board of directors of the company. Interested candidates shall send their resume along with duly filled application form and self-attested copies of relevant certificates to The Chairman & Managing Director, Kudumbashree Broiler Farmers' Producer Company Limited, TC 94/3171, Opposite St. Anne's Church, Pallimukku, Pettah, Thiruvananthapuram, Pin code 695024 on or before **15/01/2026, 5.00 PM**. The envelope should be superscribed with 'Application for the post of Company Secretary'. To download notification and application form, please visit [www.keralachicken.org.in](http://www.keralachicken.org.in) . Only hard copy of the application will be accepted. KBFPCL has the right to accept or reject any or all Application without assigning any reason thereof.

**No of Post: 1**

**Educational Qualification:**

Associate Membership in Institute of Company Secretaries of India.

**Experience:**

Minimum 5 years of relevant post -qualification (CS) experience of dealing with legal and regulatory matters of the company and good knowledge of Companies Act.

**Consolidated Pay:** Rs 70,000 per month

**Age Limit:** Age for the above post shall not exceed 50 years as on 01.01.2026

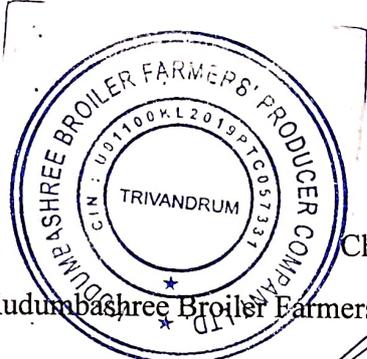
**Roles & Responsibilities:**

The Company Secretary is primarily responsible for all the statutory compliance as required by the Company from time to time. The broad roles and responsibilities of the Company Secretary shall cover but are not limited to the following activities:

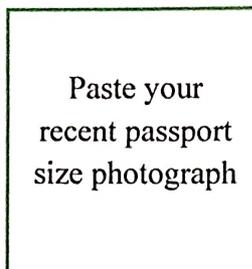
- Preparation of Annual Reports, minutes of AGM/EGM, circular resolutions, coordinating with shareholders for various disclosures and corporate representations.
- Handling various corporate actions e.g. Increase in authorized capital, issue and allotment of shares, name change, object change etc. dealing with R&T agents, filing compliance etc.
- Oversee statutory compliance and filing requirements.
- Manage share register and shareholder communications.
- Act as a liaison with Auditors, legal counsel and other external advisors.
- Responsible for various legal tech tools (Compliance, Litigation, Lease, Contract), ensuring it accurately reflects all relevant legal and regulatory requirements applicable to our logistics operations.
- Work closely with legal, commercial, business, and finance teams to align contract processes.
- Identify opportunities for process optimization and system enhancements.
- Propose and implement improvements to streamline workflows.
- Stay updated on industry best practices and emerging trends in Legal Technology
- Develop training materials and conduct training sessions for end-users.
- Assist in drafting and reviewing various legal documents including concession agreements, due diligence reports, contracts, term sheets, MOUs, financing documents, commercial documents, etc.

- Assist in Legal disputes matter.
- Liasioning with Advocates/Counsels engaged in legal matters etc.
- Policy formulation and documentation.
- Advising authorities and Board of Directors in risk management, business policies and strategies.
- Any other task that may be assigned from time to time by the higher authorities.

**Selection Procedure:** The Shortlisted candidate shall be selected on the basis of interview. The date of interview will be intimated via email and telephone.

  
Chairman & Managing Director  
Kudumbashree Broiler Farmers' Producer Company Limited

## APPLICATION FORM



1. Name of the Post Applied for: .....
2. Full Name of the Candidate: .....  
(in Capitals)
3. Date of Birth: 

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Day                  Month                  Year
4. Gender: (Write '1' for Male, '2' for Female)
5. Marital Status: .....
6. Father's/Husband's Name: .....
7. Mailing Address (in block letters): .....  
.....  
Pin Code: .....  
Tel. No. : .....  
Mobile: .....  
E.mail ID (if any): .....
8. Nationality: .....

9. All Educational Qualification including Training Courses (From Degree standard onwards):

Level	Year of Passing	Name of Institution	Board/University	Subject	Grade/ Percentage of Marks

10. Brief professional experience

Name of Organisation	Designation	Exact dates to be given (indicate day, month & year)		Total Period (in years)			Salary	Nature of Duties
		From	To	Y	M	D		

11. Any other relevant information: .....

12. Details of enclosures:

1) .....

2) .....

3) .....

4) .....

I hereby declare that all the statements made in the application are true and complete to the best of my knowledge and belief. I do not have any statutory impediment to apply or work for the above cited post.

Date:

Signature of candidate

Place:

Address:

13. References (02 experts/persons):

a) .....

b) .....