# PONDICHERRY INDUSTRIAL PROMOTION DEVELOPMENT AND INVESTMENT CORPORATION LTD

*(A Government of Puducherry Undertaking)*
No. 60, Romain Rolland Street, Puducherry - 605001

**File No. PIPDIC/Admin/ Puducherry, the27-11-2026**

## NOTIFICATION

The Pondicherry Industrial Promotion Development and Investment Corporation Limited (PIPDIC), Puducherry intends to engage one Company Secretary on contract basis initially for a period of eleven months by inviting applications in the prescribed form along the Curriculum Vitae.

**Details of the Post:**

| S No | Name of the Post | No. of Post | Eligibility |
|---|---|---|---|
| 1. | Company Secretary | 1 | **Qualification**<br><br>**Essential**<br><br>• Associate Member of the Institute of Company Secretaries of India (ICSI)<br>• Bachelor’s degree in commerce / business administration / law / management from a recognized University<br>• Working knowledge of MCA Portals<br><br>**Desirable**<br><br>• LLB / MBA (Finance)<br>• Knowledge of Government Companies, PSU Governance, SEBI and Corporate Compliance matters<br>• Working knowledge of e-Office<br><br>**Experience**<br><br>• 1–3 years of post-qualification experience in Company Secretarial functions<br>• Experience in Government Companies, PSUs, Financial Institutions, Industrial Development Corporations or Listed Companies will be preferred |

| | | | |
|---|---|---|---|
| | | | **Key Responsibilities**<br><br>• Corporate Governance and Compliance Management<br>• Board, Committee and General Meeting Management<br>• Statutory Filings and Regulatory Compliance<br>• Liaison with Government Departments, Regulators and Stakeholders<br>• Legal and Regulatory Support<br>• Compliance Reporting and Documentation Management<br>• Institutional Strengthening and Governance Initiatives<br>• Above roles are indicative and any other responsibilities assigned by the Competent Authority |

2. The duly filled in application form, as prescribed in the Annexure-I and Curriculum Vitae, may be shared to the below mentioned email with the subject line “APPLICATION FOR THE POST OF COMPANY SECRETARY” on contract basis on or before 06.12.2026 at 5.00 p.m.

**Email: info@pipdic.in**

3. The engagement shall be on a full-time contractual basis initially for a period of eleven months at the consolidated remuneration of Rs.1.50 lakh per month without any allowance including increment, incentives, etc. with the provision of further extension of contract subject to satisfactory performance of the candidate on contract basis. The selected candidate requires to execute an agreement. The engagement shall be purely temporary in nature and may be terminated at any time without assigning any reason. Managing Director, PIPDIC reserves the right to amend, modify, cancel or withdraw this Notification, either wholly or partly at any stage without assigning any reason.

//By Order//

Digitally signed by
G Jayaraman
Date: 27-11-2026
18:05:31

**General Manager (Admin)**

**ANNEXURE I**

APPLICATION FOR ENGAGEMENT OF COMPANY SECRETARY IN PIPDIC, PUDUCHERRY ON CONTRACT BASIS,

1. Name :
2. Date of Birth and Age :
3. Address of Communication :
4. Mobile Number :
5. E-mail Id :
6. Education Qualification :

7. Brief Particulars of experience with nature of duties performed previously :

| S No | Name of the Company | Period | | Position Held | Nature of Work |
|---|---|---|---|---|---|
| | | From | To | | |
| | | | | | |

8. Additional Information if any, suitable for the post :

## DECLARATION

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

Signature of the Applicant

Place:

Date: