

**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, the

**NOTIFICATION**

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

**Vacancy Detail:**

| S No | Name of the Post  | No. of Post | Eligibility                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------|-------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | Company Secretary | 1           | <p><b>Qualification</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Associate Member of the Institute of Company Secretaries of India (ICSI)</li><li>• Bachelor's degree in commerce / business administration / law / management from a recognized University</li><li>• Working knowledge of MCA Portals</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• LLB / MBA (Finance)</li><li>• Knowledge of Government Companies, PSU Governance, SEBI and Corporate Compliance matters</li><li>• Working knowledge of e-Office</li></ul> <p><b>Experience</b></p> <ul style="list-style-type: none"><li>• 1-3 years of post-qualification experience in Company Secretarial functions</li><li>• Experience in Government Companies, PSUs, Financial Institutions, Industrial Development Corporations or Listed Companies will be preferred</li></ul> |

|  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--|--|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  |  | <p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Corporate Governance and Compliance Management</li> <li>• Board, Committee and General Meeting Management</li> <li>• Statutory Filings and Regulatory Compliance</li> <li>• Liaison with Government Departments, Regulators and Stakeholders</li> <li>• Legal and Regulatory Support</li> <li>• Compliance Reporting and Documentation Management</li> <li>• Institutional Strengthening and Governance Initiatives</li> <li>• Above roles are indicative and any other responsibilities assigned by the Competent Authority</li> </ul> |
|--|--|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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 or before 15.08.2026 at 5.00 p.m.

**Email: [info@pipdic.com](mailto:info@pipdic.com)**

3. The engagement shall be on a full-time contractual basis initially for a period of eleven months and may be extended based on the requirements of PIPDIC. The Company Secretary shall be paid a consolidated remuneration of Rs. 1.00 lakh (One lakh only) per month. The selected candidates shall execute an agreement in the prescribed format. The engagement shall be purely temporary in nature and may be terminated at any time without assigning any reason. PIPDIC reserves the right to amend, modify, cancel or withdraw this Notification, either wholly or partly, at any stage without assigning any reason.

  
General Manager (Admin)

## ANNEXURE I

### APPLICATION FOR ENGAGEMENT OF COMPANY SECRETARY IN PIPDIC LIMITED, PUDUCHERRY

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.

Place:

Date:

Signature of the Applicant