

RAIL VIKAS NIGAM LIMITED

(A Government of India Enterprise)

INVITES

APPLICATIONS FOR THE POST OF COMPANY SECRETARY

Rail Vikas Nigam Limited(RVNL), a Schedule 'A' CPSE under the Ministry of Railways established for fast track execution of Rail projects, ***requires the services of an experienced and qualified Company Secretary*** at its Corporate Office in New Delhi in the grade of Assistant Manager(E2) or Manager (E3) in the pay scale of Rs. 20,600-46,500 (E2) or Rs.24,900-50,500(E3) with usual allowances. The details of the post and the qualifications/experience needed are as under :-

Educational Qualifications	<p><u>Essential</u></p> <ol style="list-style-type: none"> 1) Bachelor's Degree from a recognized University 2) Should be an Associate Member of the Institute of Company Secretaries of India <p><u>Desirable</u></p> <ol style="list-style-type: none"> 1) Candidates having LLB or CA or MBA would be desirable 2) Familiarity in the use of computer applications like MS Office etc.
Experience	<p><u>For candidates from CPSEs/other Autonomous Bodies of Govt.</u></p> <ol style="list-style-type: none"> 1) Those applying for Manager's Grade (E-3) (Rs.24,900-50,500) should have a minimum total working experience of 3 years in the relevant field in a Public Limited Company out of which at least 2 years should be in the grade of Assistant Manager(E2 Grade) (Rs.20,600-46,500) in a CPSE / Autonomous Body of Government; 2) Those applying for Assistant Manager's Grade (E-2) (Rs.20,600-46,500) should have 02 years of experience in the grade of Senior Executive(E1 Grade)(Rs.16,400-40,500) <p><u>Others</u></p> <ol style="list-style-type: none"> 1) For those applying in Manager's Grade(E3), should have working experience of at least 6 years in the relevant field in a reputed Public Limited Company with an annual pay package of Rs.7 lakhs ; 2) For those applying in Assistant Manager's Grade(E2), should have working experience of at least 4 years in the relevant field in a reputed Public Limited Company with an annual pay package of Rs.5 lakhs ;

Upper Age Limit	<p>Not more than 35 years as on the closing date</p> <p>Relaxation in the upper age limit is admissible in the following categories of candidates :-</p> <ul style="list-style-type: none"> • Scheduled Castes / Scheduled Tribe candidates by 5 years • Other Backward Classes candidates by 3 years • Person with disability-as per Govt of India directives upto 10 years • Ex-Servicemen – as per Govt of India directives
Job Profile	<ol style="list-style-type: none"> 1) Company Secretary will be required to assist the top management of the Company. He/She will be responsible for ensuring compliance with the relevant provisions of the Company Law and its deadlines as well as compliance of DPE's guidelines and other Govt of India orders 2) Keep abreast of changes in Company Law requirements 3) Holding of Meetings of Board of Directors, Audit Committee, Annual General Body etc. 4) Keeping updated statutory records and books as required 5) Coordinate with the SPVs 6) Besides, he/she will also deal with the Registrar of Companies, Company Law Board, Department of Public Enterprises, Ministry of Railways in discharge of his/her functions. He/She will also be responsible for printing of Annual Accounts and the Directors report and e-filing of documents regarding secretarial compliances
Selection	<p>Mere fulfilling the minimum requirement /qualification will not vest any right on the candidates to be called for Interview.</p> <p>RVNL reserves the right to call only the requisite number of candidates for interview after preliminary screening / short-listing with reference to the candidate's qualification, suitability etc.</p> <p>Applications incomplete in any respect shall be liable for rejection summarily.</p> <p>RVNL reserves the right to reject any candidate without assigning any reason.</p> <p>RVNL will not be responsible for non-receipt / late receipt of any communication due to postal delay or any other reason.</p> <p>Employees working in Central/State PSEs, Autonomous Bodies should forward their application through proper channel or produce NOC from the present employer at the time of interview.</p> <p>Shortlisted candidates would be required to appear in Interview/Screening at 2 levels. The selection for the post will be on the basis of qualification, experience & performance of the candidate in the interview.</p> <p>However, RVNL reserves the right to conduct the written examination in case the number of applications received from eligible candidates is reasonably high. The details of written examination, if any, shall be communicated to the candidates in advance.</p> <p>Short listed candidates who qualify for the 2nd level would be required to stay for an extra day as Interviews will be held at New</p>

	<p>Delhi only. Candidates will have to make their own arrangements for travel and stay both for written examination / interview.</p> <p>In case of suitable and deserving cases, any of the requirements including grade and conditions of eligibility mentioned above, may be relaxed at the discretion of the management of RVNL.</p> <p>The decision of RVNL Management regarding grant of grade/pay to selected candidates would be final</p>
Service conditions	<p>1) Selected candidate would be posted as CS(Probationer) for a period of two years during which he/she will be placed in either E3 or E2 Grade with the relevant perks / allowances as the case may be .</p> <p>2) On successful completion of the probation period, he/she will be absorbed as Company Secretary in the grade of Manager(E3) or Asst. Manager (E2) as the case may be</p>

Interested and eligible Candidates are required to send their resume in the prescribed proforma(applications not in the prescribed proforma will not be considered) alongwith relevant documents in support of educational qualifications, experience, caste(if applicable), last month salary statement etc. and send the same to The General Manager(HR), Rail Vikas Nigam Limited, 2nd floor, August Kranti Bhawan, Bhikaiji Cama Place, New Delhi-110066 on or before **04th October 2013**. The envelope containing the applications should be super scribed as “APPLICATION FOR THE POST OF COMPANY SECRETARY”.

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RAIL VIKAS NIGAM LIMITED

Application for the post of Company Secretary

- 1) Name :
- 2) Father's/Husband's Name :
- 3) Date of Birth :
- 4) Age as on 04.10.2013 :
- 5) Sex :
- 6) Domicile :
- 7) Caste : (GEN/OBC/PH/SC/ST)
- 8) Permanent Address :
- 9) Address for communication :
- 10) Contact No :
- 11) Email ID :
- 12) Educational Qualifications :

**Affix recent passport size
photograph**

Name of Exam	Name of Board/University	Year of Passing	% of Marks Scored	Medium of Instruction
CLASS X				
CLASS XII				
GRADUATION				
OTHER				

- 13) Professional Qualifications :

Name of Exam	Name of Board/University	Year of Passing	% of Marks Scored
CS(Essential)			
LLB(preferable)			
CA(preferable)			
MBA(preferable)			
OTHERS(pl. specify)			

14) Experience(starting from earliest)

Name of Organization Address	of &	Post Held	Grade	Monthly Salary*(in Rs.)	From /To	Details of duties performed(in brief)

Name of Immediate Superior Officer	Contact Nos(Landline / Mobile)	Years worked under him/her

I hereby declare that the above information is correct.

PLACE :

DATE :

Signature of the Candidate