



**RASHTRIYA ISPAT NIGAM LIMITED  
VISAKHAPATNAM**

**Requires**

**Company Secretary Professionals (Secretarial Officer) for Company Affairs Department on Tenure/Contract basis**

**Notification No: 03/2020/Fixed Term Tenure**

Rashtriya Ispat Nigam Limited (RINL), a Navaratna Company under Ministry of Steel, Govt. of India, having 7.3 MT capacity Integrated Steel Plant at Visakhapatnam with Marketing Offices throughout the country and three captive Mines in Andhra Pradesh and Telangana States.

RINL invites applications for engagement of Company Secretary Professionals (Secretarial Officer) for Company Affairs Department on Contract/Tenure basis.

1.	No. of Posts	<b>02 (UR : 1; OBC-NCL: 1)</b>
2.	Upper Age Limit	35 years as on 01.07.2020. (Upper age limit is relaxable by 3 years for OBC-NCL category candidates)
3.	Minimum Qualification & Experience	<ul style="list-style-type: none"><li>• Full time Bachelors Degree from a recognized University/Institute with minimum of 60% marks in aggregate of all years / semesters &amp; all subjects.</li></ul> <p style="text-align: center;"><u>AND</u></p> <ul style="list-style-type: none"><li>• Candidates should have passed ICSI Professional (Final) program and should have completed the entire Training as per Company Secretaries Regulations (ICSI).</li></ul> <p style="text-align: center;"><u>OR</u></p> <ul style="list-style-type: none"><li>• Members of Institute of Company Secretaries of India (ICSI) (i.e. ACS qualified)</li></ul> <p>Preference will be given to the applicants have undergone training or working experience in Central Public Sector Enterprises (CPSE).</p>
4.	Duration of Engagement	Engagement would be on Contractual basis for ONE YEAR from the date of joining. The same may be extendable on yearly basis at the discretion of the Management upto a maximum period of 3 (Three) years. Each term will be fresh contract and at the end of each yearly term, contract will be deemed to have been expired. If consent is given for extension, the same shall be treated as fresh contract without any continuity.
5.	Working Hours	8 hours per day in General Shift and may be required to be present in late hours on need basis as and when various meetings of the Board and Board Sub-Committees are conducted.
6.	Leaves	12 days paid leave shall be allowed during the period of One year tenure.
7.	Honorarium	a) Consolidated pay of <u>Rs.50,000/-</u> (Rupees Fifty thousand only) per month for candidates who have passed ICSI Professional (Final) program and have completed the complete Training as per Company Secretaries Regulations;

		<p>b) Consolidated pay of <u>Rs.55,000/-</u> (Rupees Fifty five thousand only) for ACS Qualified candidates having 'Nil' or less than 2(two) years Post Qualification experience;</p> <p>c) Consolidated pay of <u>Rs.60,000/-</u> (Rupees Sixty thousand only) per month for candidates having 2(two) years Post Qualification experience.</p> <p>d) Consolidated pay of <u>Rs.70,000/-</u> (Rupees Seventy thousand) per month for candidates having 3 (three) years or more, Post Qualification experience.</p> <p>e) The remuneration shall be hiked annually by 5% on renewal of contract.</p> <p><b>Note:</b> Post Qualification experience will be reckoned from the date of Membership of ICSI.</p>
8.	Accommodation	Accommodation shall be provided to the appointee in the Company's township, on request and on recommendation by HOD subject to availability. The charges for water and electricity on actual consumption and HRR for accommodation will be payable to RINL by the appointee at the rate as applicable to regular executives.
9.	Medical facility	Medical facility available at RINL hospital shall be extended to Self and dependent Family Members. However, no reimbursement of expenditure on account of purchase of medicine shall be made. Outside referrals for treatment / consultant shall not be permissible.
10.	Job Description	<p>a) To assist Company Secretary in ensuring compliance to all Statutory and Regulatory requirements.</p> <p>b) To assist in preparation of agendas and minutes for meetings of Board, Board Sub Committees and General Meetings.</p> <p>c) To assist in preparation &amp; filling of periodical, annual and event based returns &amp; e-forms and good working knowledge on MCA21 online.</p> <p>d) Maintenance of secretarial records, statutory books and registers.</p> <p>e) Strong skill sets in MS-Office (Word &amp; Excel) including speed typing and an aptitude for better using of IT software &amp; skills for given tasks/ assignment is absolutely required.</p> <p>f) A flexible and practical approach to work and ability to take the initiative to do any given work/ assignment from basic to high end in company secretarial works is required.</p> <p>g) Meticulous attention to detail in the preparation, verification and proper up-keeping of all Documents and Secretarial records/ Filing etc., is required.</p> <p>h) Any other responsibilities assigned from time to time. Good knowledge of Corporate Laws, Good Communication skills, willingness to meet work exigencies without hesitation and up to date on new developments are the other requirements.</p> <p>i) Patience, passion and interest to do work in CPSE is utmost important &amp; absolutely required.</p>
11.	Medical Standards	Engagement of selected Candidates is subject to his/ her being declared medically fit as per the rules of RINL. No relaxation in health standards will be allowed.
12.	Termination of Contract	The Contract will stand terminated on completion of the prescribed tenure. The Contract may also be terminated during the tenure with two months notice in writing by either side.

### Selection Methodology:

Selection shall be through short listing the eligible applications followed by Personal Interview subject to Medical Fitness.

Application Fees: There is no Application / Processing fee for applying to the above post.

### How to Apply :

- i) Interested and eligible candidates should apply giving full particulars as indicated in the prescribed format available on the website [www.vizagsteel.com](http://www.vizagsteel.com) on the link **Careers**.
- ii) Application in the prescribed format filled-up in BLOCK CAPITAL LETTERS in English, with duly signed and affixed photograph should be sent by Speed Post / Registered Post / Courier in a sealed cover by super-scribing the envelope “APPLICATION FOR THE POST OF “SECRETARIAL OFFICER” to DGM(HR), Room No. 234, HR-Recruitment Section, First Floor, B-Block, Main Administration Building, Rashtriya Ispat Nigam Limited, Visakhapatnam Steel Plant, Visakhapatnam-530 031” so as to reach us latest by **29.07.2020** along with the following enclosures:
  - SSC/Matric certificate, as a proof of age
  - Certificates pertaining to Educational qualifications (Provisional / Original) along with Mark Sheets of all years/Semesters.
  - Copy of Associate Membership of the Institute of Company Secretaries of India, New Delhi
  - Post qualification Experience certificates, with duly signed and stamped.
  - Proof of completion of Training as per Company Secretaries Regulations, 1982.
  - Copy of PAN Card
  - Copy of Aadhar Card.

All correspondences with the candidates shall be done through e-mail or announcement on the website only. Information regarding Personal Interview, Call letters shall be provided through e-mail or to be downloaded from website. **For this purpose, candidates are advised to visit our website [www.vizagsteel.com](http://www.vizagsteel.com) regularly for further updates.** RINL will not be responsible for any loss of e-mail sent, due to invalid / wrong email ID provided by the candidate or due to any other reasons.

**Note: Those candidates, who fulfill the eligibility criteria will only be considered for Personal Interview.**

### General Terms and Conditions:

1. Only Indian Nationals are eligible to apply.
2. Wherever CGPA/OGPA/DGPA or letter grade in a degree is awarded, its equivalent percentage of marks must be indicated in the application as per norms adopted by the University/Institute.
3. Candidates must attach with the application, documentary evidence in support of age, educational qualifications, experience, Latest NCL certificate in case of OBC. All certificates / testimonials should be in English or Hindi.

4. Depending on the requirement, the Company reserves the right to cancel/restrict the recruitment process or increase/curtail the number of vacancies without any further notice and without assigning any reason thereof.
5. Incomplete / illegible / unsigned / multiple applications / applications not in the prescribed format or without photograph / without copies of certificates in support of age, qualification, category, experience and pay/or those received after last date will be rejected.
6. While applying, the candidates are advised to ensure that they fulfill the eligibility criteria and other requirements mentioned in this advertisement and the particulars furnished by them are correct in all respects. At any stage of recruitment process, if it is detected that the candidate does not fulfill the eligibility criteria and/or does not comply with any other requirements as required as per this advertisement and/or he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature is liable to be rejected. If any of the above shortcoming(s) is/are detected, even after appointment, his/her services are liable to be terminated without any notice.
7. All qualifications should be from a recognised Board/University/Institution in India.
8. The final selection is subject to the candidates being found medically fit as per Company's Medical Rules.
9. The decision of RINL in all matters relating to eligibility, acceptance, rejection of the application, mode of selection, interview, verification of testimonials and selection will be final and binding on the candidates and no enquiry or correspondence will be entertained in this regard.
10. RINL shall not be responsible for any postal delay / loss in transit at any stage of the recruitment process. No request in this regard will be entertained.
11. Canvassing in any form shall disqualify the candidature.
12. Any candidate submitting false declaration/certificate or indulging in malpractices during selection process will be disqualified and also debarred from future recruitments.
13. In case of any dispute, the case shall be settled in the Courts of Visakhapatnam jurisdiction only.
14. Complaints, if any, regarding the above recruitment may be lodged on Vigilance Toll Free No.1800-425-8878 and/or on our website [www.vizagsteel.com](http://www.vizagsteel.com) under the link "Contact Us" – Vigilance.
15. Our contact details are **Telephone No. 0891-2740405** and email id: [recruitment@vizagsteel.com](mailto:recruitment@vizagsteel.com).

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**RINL**  
**Date : 08.07.2020**



**RASHTRIYA ISPAT NIGAM LIMITED**  
**VISAKHAPATNAM**  
**Recruitment Advt. No.03/2020/Fixed Term Tenure**  
*(Please fill in English only)*

Application for the Post of Company Secretary Professionals (Secretarial Officer) for Company Affairs Department on Tenure/Contract basis

Affix your latest passport size photograph (Colour) and sign on it (do not pin or staple)

I.	Personal Details																							
1.	Name (IN BLOCK LETTERS)																							
2.	Father's Name																							
3.	Contact Address																							
		PIN <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td></tr></table>																						
4.	Telephone No. with STD code																							
	Mobile No. ( <b>mandatory</b> )																							
	E-Mail ID ( <b>mandatory</b> )																							
5.	Date of Birth (Please enclose proof)	DD _____ MM _____ YYYY _____																						
6.	Gender (Male/Female)																							
7.	Religion																							
8.	Category [Gen/OBC(non creamy layer)]																							
9.	Permanent Account No.																							
10.	Aadhaar No.																							
11.	PAN Card No.																							

II Educational Qualification (Graduation onwards) * (Please enclose certificate copies)							
Course name	Board / University/ Institute	Special ization	Main subjects undertaken	Duration (MM/YY)		% age of Marks	Grade/ Class
				From	To		
Graduation							
Company Secretary (ACS) Qualification							
Other Qualifications,							

if any (ACA/ ACMA/LLB)							
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Have Associate Membership of the Institute of Company Secretaries of India (ICSI)  
If yes, Date of Membership: (DD/MM/YYYY) : \_\_\_\_\_  
(Please enclose certificate)

YES

NO

If No Membership of ICSI, **details of completion of Training as per CS Regulations, 1982:**

Total Training tenure Period completed From – To	Name & Address of PCS/Firm/ Company [Sponsorship Letter No. & Date]	Training Registered with ICSI (Y/N)	Reference No. & Date of Training completion certificate issued by ICSI
Tenure: _____ DD/MM/YYYY – DD/MM/YYYY			

(Please enclose certificate)

<b>III</b>	<b>Employment details*</b> (beginning with the latest) (Please enclose experience certificate copies)		
	Total post-qualification experience: _____ years _____ months		
Organization, Designation with Scale of Pay/ Emoluments	Period (mm / yy) From      To		Responsibilities

On selection, mention the time required to join?	
Any other information	

**NOTE:** \* Please attach separate sheet(s) if space given is insufficient.

**DECLARATION:**

I hereby declare that I agree with all the terms & conditions given in the aforesaid advertisement and that all the information stated in this application form are true. In case any of my declaration and documents attached herewith is found to be untrue and if I am unable to produce relevant documents in support of the eligibility condition, my candidature may be cancelled at any stage of the recruitment process. In the event that the wrong statement is detected after my appointment then my services are liable to be terminated without notice.

Place: \_\_\_\_\_

\_\_\_\_\_  
**Signature of the candidate**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Application complete in all respects with self attested copies of certificates / testimonials should be sent by speed post / courier to “**DGM(HR), Recruitment, Room No.234, Main Administration Building, RINL-Visakhapatnam Steel Plant, Visakhapatnam-530 031**” so as to reach latest by **29.07.2020**.