

	Projects & Development India Limited (A Government of India Undertaking) PDIL Bhawan, A-14, Sector-1, Noida-201301 Distt. Gautam Budh Nagar (UP) CIN: U74140UP1978GOI028629 (ADVT.NO. HR/71/22/01)
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Projects & Development India Limited (PDIL), **A Mini Ratna Category-I PSU**, an ISO 9001:2015 & OHSAS 18001:2007 Certified and ISO/IEC 17020:2012 Accredited Company, is a leading Design Engineering and Consultancy organization having experience of over 40 years in Design, Detailed Engineering, Procurement, Project Management, Construction Supervision and Commissioning of Fertilizer & Allied Chemical, Refinery, Oil & Gas, Power, Petrochemical, Housing / Township and Infrastructure projects.

Applications are invited from eligible candidates for the following post (on Regular basis) for its NOIDA Office as detailed below:

Sl. No.	Name of the Post & Grade	Qualification	Revised Scale of Pay (2017)	Maximum Age as on 31.05.2022	Minimum Post Qualification Experience as on 31.05.2022	Number of vacancies
1	Company Secretary & Legal Officer (Grade E3)	<u>Essential Qualification -</u> ACS/FCS from Institute of Company Secretaries of India (ICSI) along with Bachelor Degree in Law (Regular/Part Time). Preference will be given to candidates having additional qualification of CA/ICWAI degree	Rs.60000 -180000	37 years	8 years*	01 (UR)
TOTAL						01

*The computation of post qualification experience shall be done w.r.t. date of passing qualifying examinations of CS & LLB, whichever is later.

Job Specifications:

The incumbent should be well conversant in

- i. Ensuring compliance of various provisions of the Companies Act, 1956, guidelines on corporate governance and other corporate Laws like SEBI Act, Competition Act, FEMA, Consumer Protection Act, RTI etc. relating to the company.
- ii. Convene Board meetings, & other committee meetings, Annual General Meetings etc., including preparation of agenda, minutes, co-ordination etc.

- iii. Maintain books, registers, records etc. as per the applicable laws including filling of forms, returns etc, with MCA, RBI, DPE etc.
- iv. Advise management on the implications of various legislations in formulating its long term plans and take action for implementing the company's corporate policies and procedures related to business operations.
- v. Liaise/follow-up with various Government Departments to ensure statutory compliance etc.
- vi. The incumbent must be capable of independently handling all Legal cases/suits/matters /vetting/any other legal clarification (if referred), on behalf of the entire organisation lying with various Courts, Tribunals & external Legal /Statutory Enforcement Authorities.

GENERAL CONDITIONS (FOR ADVERTISING THE POSTS):

1. **All above qualifications should be from recognized University/Institute.**
2. Candidate working in a PSU / Govt. Organization must have worked for minimum two (2) years in one level below pay scale i.e. Rs.20,600–46,500/- (2007) OR Rs.50,000-1,60,000/- (2017).
3. Candidates should be proficient in Computers, MS Office and relevant applications.
4. PDIL reserves the right to cancel /restrict /enlarge /modify /alter the requirements/ recruitment process advertised, if need so arise, without issuing any further notice or assigning any reason thereto.
5. Submission of applications and apparently fulfilling criteria as prescribed in the advertisement would not bestow right to be called for interview/ considered for selection process.
6. The Cut-off date for calculation of Maximum Age & Post Qualification Experience shall be 31.05.2022.
7. Any legal proceedings in respect of any matter claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Gautam Budh Nagar and courts/forums at Gautam Budh Nagar only shall have sole and exclusive jurisdiction to try any such cause/dispute.
8. **EMOLUMENT**

As applicable to respective Grade of Regular employees of PDIL as mentioned above. Besides the pay scales and applicable allowances, other facilities such as Leave Encashment, Contributory PF, Telephone, Company Group Medi-claim Policy, Gratuity, and Insurance etc. will be admissible as per Company Rules.

9. Government guidelines with regard to SC/ST/EWS/PWD/Ex. Servicemen candidates shall be applicable.
- a. If the SC/ST/PWD/EWS certificate has been issued in a language other than English/Hindi, the candidates will be required to submit a self certified translated copy of the same either in English or Hindi.
 - b. The candidates seeking benefits of reservation under **ECONOMICALLY WEAKER SECTIONS (EWS)** category must submit the certificate in appropriate format (attached herewith) with heading “**INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**”.
The EWS certificate issued by the Competent Authority in the above referred prescribed format should be based on Gross Annual Income for the Financial Year 2021-22.
10. PDIL shall not be responsible for any loss of communication letters sent, due to invalid / wrong e-mail-id / wrong postal address/postal delays/loss in transit etc.
11. Candidates against whom a criminal case is pending in a court of law need not apply.
12. **TA** will be reimbursed To and fro journey by III AC (including Rajdhani) by (Rail fare) by the shortest route (within India) - fare will be reimbursed only to the candidates appeared before the Interview Board subject to production of copy of the ticket. TA shall be transferred online in his/her bank account only to the shortlisted candidates, qualified to appear for interview before the Interview Board. **Hence candidates should ensure that they are meeting the qualifications & experience guidelines.** The candidates eligible for claiming TA are required to submit a filled in **TA FORM (ANNEXURE-I)** for reimbursement of TA expenses incurred to attend Interview alongwith required documents as mentioned in the **TA FORM (ANNEXURE-I)** and **original/copy of the ticket(s)**.
13. Candidates employed in Government Departments /PSUs/Autonomous Bodies have to produce NOC at the time of interview.
14. Only Indian Nationals are eligible to apply.
15. Applicants are advised to visit PDIL website time to time for subsequent modifications / changes (if any) w.r.t. this advertisement.
16. **Transfer-** The selected candidates can be transferred to anywhere in INDIA as per job exigencies.

17. PROCEDURE FOR SUBMISSION OF ONLINE APPLICATIONS:

- i. **Candidate has to apply only through** online registration system of PDIL website i.e. www.pdilin.com. No other means / mode of applications i.e. manual/ paper application/ application sent through e-mail shall be accepted.
- ii. While applying, the applicant must ensure that he/she fulfills the eligibility and other norms as mentioned in the advertisement, as on the specified dates. In case it is detected at any stage of recruitment/selection that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect information or has suppressed any material fact(s), his/her candidature will automatically stand cancelled. If any of the above discrepancy(s) is/are detected even after appointment, his/her services are liable to be terminated without any notice.
- iii. **Email ID** - While applying online, candidate should ensure to have Email ID (which must be valid for at least one year from the date of application).
- iv. **Application Fees** - Candidates are required to make online payment of **Rs.400/- for General, OBC & EWS** and **Rs.200/- for SC/ST** excluding taxes & service charge through Net Banking/Debit Card/Credit Card/Bank Transfer.

Eligible candidates shall be intimated about place, date and time of Interview through email/speed post as approved by the Competent Authority.

18. DOCUMENTS IN SUPPORT OF YOUR QUALIFICATION :

- Date of Birth Certificate/ SSLC/SSC Certificate as proof of DOB.
- Degree Certificate, Diploma Certificates & Marks Sheets. If any of the candidate produces Degree/Marks sheet with CGPA/OGPA or letter grade, he/she must ensure to bring a certificate from the Institute to the effect that his/her grading is equivalent to _____%age. Please also ensure that you fulfils the eligibility criteria w.r.t. job knowledge requirement in respective discipline (as specified in web detail advertisement), failing which your candidature may be cancelled.
- Certificate(s) in support of your Experience clearly mentioning the actual period served.
- Any other certificates/ testimonials you may desire to place before the interview committee.
- One Recent Passport size photograph.

IMPORTANT DATES

Commencement of online registration of applications by candidates: 01.07.2022

Last date for receipt of online applications:31.07.2022

PROJECTS & DEVELOPMENT INDIA LTD. NOIDA.

Reimbursement of TA expenses incurred to attend interview

Name of Candidate _____

Post for which interview attended _____

Place where from & to TA expenses reimbursable _____

Entitlement of Mode/ class to be reimbursed. _____

Detailed of TA expenses incurred.

Inward journey Date of Journey _____ From _____ to _____
Class of Journey _____ PNR No. _____ Amount (Rs) _____

Return Journey Date of Journey _____ From _____ to _____
Class of Journey _____ PNR No. _____ Amount (Rs) _____

Total (Rs) _____

ENCL: Copy of Tickets and Registration Form attached

Bank Details. Name of Bank _____ Branch _____

Account NO. _____ IFS CODE _____

CANCELLED CHEQUE/COPY OF CHEQUE /PASS BOOK **MUST** BE ATTACHED.

Mobile NO. _____

Signature of Candidate.

FOR OFFICIAL USE

Certified that the candidate attended interview

Passed for Payment of Rs. _____

(Authorized Signatory of P&A.)

(Authorized Signatory of Finance Dept.)

Government of.....
(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No.....

Date:.....

VALID FOR THE YEAR.....

This is to certify that Shri/Smt./Kumari.....son/daughter/wife of..... permanent resident ofVillage/Street.....Post Office..... District.....in the State/Union Territory.....Pin Code..... whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year His/her family does not own or possess any of the following assets***:

- I. 5 acres of agricultural land and above;
 - II. Residential flat of 1000 sq. ft. and above;
 - III. Residential plot of 100 sq. yards and above in notified municipalities;
 - IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.
2. Shri/Smt./Kumari..... belongs to the..... caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office.....

Name.....

Designation.....

Recent Passport size
attested photograph
of the applicant

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

***Note 3: The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

INCOME AND ASSET CERTIFICATE ISSUING AUTHORITY

The Income and Asset Certificate issued 'by any one of the following authorities in the prescribed format as given above shall only be accepted as proof of candidate's claim as 'belonging to EWS: -

- (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner,
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate,
- (iii) Revenue Officer not below the rank of Tehsildar and
- (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.