



Antrix corporation Limited
(A Government of India Company under Department of Space)
Antariksh Bhavan Campus, New BEL Road, Bengaluru - 560094
Advertisement No.ANTRIX/01/2022 dated 03/11/2022

Antrix Corporation Limited (Antrix), a wholly owned Government of India Company under the administrative control of Department of Space invites application from Indian nationals for the following posts.

Post	Essential Qualification	Post Qualification Experience
<p>Company Secretary – 1 post (on contract for an initial period of 01 year extendable for further periods)</p> <p>Age limit: 65 years or below as on 01.10.2022</p> <p>Remuneration Monthly fixed all-inclusive salary of INR 75,000/</p>	<ul style="list-style-type: none">• First Class Bachelor's degree in any discipline from any University approved by UGC/ Government of India.• Associate Member of Institute of Company Secretaries of India.	<ul style="list-style-type: none">• Minimum of 5 years of post- qualification experience in PSUs or reputed companies.• He/ she should have independently handled company law matters and compliance of corporate governance. The candidates should be well versed with formation of Joint Venture companies, drafting of agreements, contracts and other legal documents. Knowledge in economic laws, Taxation, Interpretation of financial statements and DPE guidelines are desirable.
<p>Hindi Translator- cum- typist – 1 post (on contract for an initial period of 01 year extendable for further periods)</p> <p>Age limit : 65 years or below as on 01.10.2022</p> <p>Remuneration Monthly fixed all-inclusive</p>	<ul style="list-style-type: none">• Master's degree from a recognized university in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; (OR) Master's degree from a recognized university in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; (OR) Master's degree from a recognized university in any	<ul style="list-style-type: none">• Knowledge in translation and typing in PC and expertise in Official Language (Rajbhasha) Implementation.• Retired officials from Govt. / PSU will be given preference.

<p>salary of INR 40,000/</p>	<p>subject other than Hindi or English with Hindi medium and English as a compulsory or elective subject or as the medium of examination of a examination at the degree level (OR) Master's Degree from a recognized university in any subject other than Hindi or English, with English medium and Hindi as a Compulsory or elective subject or as the medium of examination at Degree level (OR) Master's Degree from a recognized university in any subject other than Hindi or English, with Hindi and English as compulsory or elective subject or either of the two as a medium of examination and other as a compulsory or elective subject at Degree level.</p> <ul style="list-style-type: none"> • Recognized diploma or certificate course in translation from Hindi to English and vice versa (OR) 2 years of experience of translation work from Hindi to English and vice versa in Central or State Government office, including Govt. of India undertakings. 	
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GENERAL TERMS AND CONDITIONS

1. Only Indian Nationals are eligible to apply.
2. All qualification should be from the Universities/Institutes, recognized by the UGC/AICTE or appropriate statutory/regulatory bodies, wherever applicable.
3. For computations of age/minimum experience requirement shall be as on 01 October 2022. The date of declaration of result shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on this account. Post qualification executive experience shall be counted only from the said date onwards.
4. In order to restrict the number of candidates to be called for interview, if so required, the Management reserves the right to raise the minimum eligibility standards/criteria. Management may also relax/ lower the qualifying standards/ criteria in case suitable candidates are not available.
5. Depending on the requirement, the Company reserves the right to

cancel/restrict/curtail/modify the number of vacancies and recruitment process, if deemed necessary in the interest of the Company, with or without further notice and without assigning any reason thereof. ANTRIX is not liable to compensate the applicant for consequential damages if any.

6. While applying, the applicant should ensure that he/she fulfil the eligibility and other norms mentioned above, as on the specified dates and that the particulars furnished are correct in all respect. In case it is detected at any stage of recruitment process that a candidate does not fulfil the eligibility norms including requisite experience and/ or that he/ she has found to have furnished any incorrect/false/tampered information or has suppressed any material fact(s), his/her candidature will stand automatically cancelled. If any of the shortcoming(s) is/ are detected even after the appointment, his/her services are liable to be terminated without any notice.
7. The mere fact that a candidate has submitted the application against the advertisement would not bestow on him/her right to be definitely called for interview/ considered further for selection process.
8. Candidates who are already employed under Central/State Government/ Public Sector Undertakings/Autonomous Bodies should submit their applications through proper channel with 'NO OBJECTION CERTIFICATE'.
9. On final selection, candidates working in Public Sector/Government Institution/ Private Sector should produce the document conveying the acceptance of his/her resignation from service of his last employer. In the absence of such document, he/she shall not be allowed to join ANTRIX.
10. Selection of the successful candidate shall be provisional subject to verification of character and antecedents of the candidate (Police Verification) and other requirements applicable for appointments under the Central Government/PSUs.
11. ANTRIX will not be responsible for delay in delivery of the documents or missing of documents sent by the candidate during transit.
12. Last date of receipt of application is 30 November 2022.
13. Application once submitted cannot be modified; therefore, utmost care should be taken to furnish the correct details before submitting the online application. The format for application shall be hosted in the website. Application in the prescribed format shall only be accepted.
14. Candidates are required to keep active their Email-ID and Mobile Number registered in the application till the completion of this recruitment process. ANTRIX will send communications only at the registered Email ID/Mobile of the candidates. Therefore, under no circumstances, the candidates should provide email ID to anyone.
15. Interested candidates can send CV/Resume in the prescribed format by post to the Sr. Manager (P&GA), Antrix Corporation Limited, Antariksh Bhavan Campus, New BEL Road, Bengaluru – 560094. Telephone No. 080 – 22178302.

16. Self-attested copies of testimonials and the experience certificates should be sent along with the application.

The place of posting will be ANTRIX Corporate Office, Bengaluru, Karnataka.

The last date for receipt of Hard copy of application is 30.11.2022

Corrigendum, if any will be published in our website only.