



**Central Electronics Limited**  
**(A Govt. of India Enterprises)**  
**4, Industrial Area, Sahibabad, Ghaziabad (UP)**  
**Tel. No. 0120-2895143, E-mail: [celrecruitment@celindia.com](mailto:celrecruitment@celindia.com)**  
**U32109DL1974GOI007325**

**Notice for the post of Consultant (Company Secretary) on contract basis**

Applications are invited for one post of Consultant (Company Secretary) on contract basis. The qualifications and experience shall be as follows:-

<b>Qualification:-</b>	The candidate should be a Graduate with Associate Company Secretaryship from the Institute of Company Secretaries of India. Preference will be given to candidates having additional qualification such as M.Com. degree/ LAW.
<b>Experience:-</b>	The candidate should have minimum 05 years of experience in dealing with board matters, company law affairs, drafting of agreements as well as other compliances, etc.
<b>Age:-</b>	Minimum 27 Years as on 30.09.2022. Candidates retired from Govt./ PSU and upto maximum age of 63 years as on 30.09.2022, may also apply.
<b>Emoluments:-</b>	In the range of Rs.45,000/- to Rs.50,000/- per month consolidated.

The post is initially for a period of one year, which is further extendable on performance and requirement basis.

Eligible candidates may send their bio-data with all certificates and testimonials duly completed in all respects as per Annexure-A attached, by **15.10.2022** to General Manager (HR), Central Electronics Limited, 4, Industrial Area, Sahibabad – 201010, Ghaziabad (UP) through speed post.

CEL reserves the right to reject any or all applications without assigning any reason(s) thereto. CEL reserves the right to change / modify / cancel the terms and conditions of the empanelment without assigning any reason or notice thereof.

**GENERAL MANAGER (HR)**



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### **ADDENDUM**

In continuation to our Notice for the post of Consultant (Company Secretary) on contract basis dated 04.10.2022, now, the last date for receiving application will be 21.10.2022.

**GENERAL MANAGER (HR)**

**Annexure – ‘A’**

**APPLICATION FOR APPOINTMENT OF CONSULTANT (COMPANY SECRETARY) ON  
CONTRACT BASIS**

1. Name in full (In Block Letters) :
2. Father's/Husband's name :
3. Sex (Male/Female) :
4. Address for communication :  
Telephone Number :  
Mobile Number :  
E-mail Address :
5. Permanent Address :
6. Date of birth :  
Age as on 30.09.2022 :
7. Nationality :
8. Marital status :
9. Educational/Professional Qualifications

Self Attested  
  
Photograph

(Starting from Matriculation or equivalent onward)

Sl. No.	Examination Passed	Mode of Education (Full time/Part Time)	Year of Passing	Board/University	Class/ Division	CGPA/% of Marks	Main Subjects

10. Experience (including present employment/ Last employment for retired official )

Sl. No.	Name of Employer	Employment Type (Govt/PSU/Autonomous/Private)	Designation	Pay Scales & Basic Pay	Date of Joining	Date of Leaving & Reason of leaving	Nature of duties performed

11. Languages known:

12. Any Other Information such as experience, training, publications etc in support of suitability of the post

## **UNDERTAKING**

### **I solemnly declare that**

The information given above is correct and complete. If any information at any stage is found incorrect, I shall be responsible for the same.

Name & Signature of the Applicant

Place:

Date: