

NATIONAL HIGH POWER TEST LABORATORY Pvt. Ltd. [NHPTL]
(A Joint Venture Company of NTPC, NHPC, POWERGRID, DVC & CPRI)

Advt. Ref. No: NHPTL/09/2022

Date: 22.09.2022

Engagement of Company Secretary on Third Party Contract Basis

NHPTL is a JV Private limited Company of NTPC, NHPC, POWERGRID, DVC & CPRI, in India, engaged in Grid based State-of Art, Short Circuit (SC) Testing Laboratory at Bina, Madhya Pradesh. The Laboratory has commenced operations since September, 2017 and has the HVTR laboratory with facilities to conduct various MVA ratings SC test on 765, 400, 220 & 132kV voltage class transformers in India. Till date 40 number of Extra High Voltage Transformers have been tested at till date at the NHPTL-Bina Laboratory.

NHPTL is looking for a full time Company Secretary engagement through M/s Utility Powertech Ltd. Noida, presently identified Third Party Agency. The engagement shall be purely on temporary and contract basis for a period of 1 year. The contractual period may further be extended depending on the requirement as well as performance of individual subject to a maximum total period of 4 years of such cumulative engagements. The engagement will not entitle anyone to claim for any regular employment in NHPTL or any relaxation in case of any requirement for regular posts in NHPTL.

ESSENTIAL EDUCATIONAL QUALIFICATION & PLACE OF POSTING:

The Candidate applying shall be an Associate Member of the Institute of Company Secretaries of India (ICSI) and conversant with the company secretariat roles. The Candidate should possess good communication skills both in English & Hindi.

The Candidate shall be posted at NHPTL-Bina, M.P. and function independently as Company Secretary on assignment basis above.

ROLES & JOB DESCRIPTION:

Candidate applying for the post of Company Secretary should be conversant with all the associated company secretariat function not limited to the secretarial matters like:

- Maintaining Registers records as per Statutory requirements including books of Meetings, Board Meetings, Annual General Meeting, Extra-ordinary General & other Meetings etc.
- Drafting & Circulation of Notices of Board Meetings, Agenda, Minutes, Official letters etc.
- Conducting Board Meetings, General Body Meetings, etc.
- Preparations and passing of Board Resolutions by Circulation etc
- Compliance with statutory requirements under Companies Act and other Statutory compliances thereof.
- Secretarial Audit conduction & associated compliances.
- XBRL format preparation of Financial Statements of company as per Statute.
- Filing of required forms with Registrar of Companies, Ministry of Company Affairs etc as applicable. E-Form certifications during the period for RoC like- ADT-1, ADT-3, AOC-5, BPT-3, CHG-1, CRA-2, CHG-4, DIR-12, MR-1, MGT-6, MGT-14, MSME, PAS-3, SH-7, etc.

SELECTION PROCESS:

Selection process shall involve interested Candidates to apply through suitable portal of “The Institute of Company Secretaries of India”. The Interview of the eligible and shortlisted candidates shall be conducted at short notice thereof. However, the engaging company reserves the right to raise the minimum eligibility standards/ criterion to restrict the number of candidates to be called for Interview, if so required. The decision regarding scrutiny of application and shortlisting shall be final and binding. The selection shall be done based on marks secured in interview only. The intimation of Interview date & timing shall be sent to the candidates on the e-mail ID provided by them along with the Link for Interview by video conferencing. Candidates invited for Interview shall be also be adjudged for empanelment for the engagement as required by NHPTL.

HOW TO APPLY:

- 1) The interested eligible candidates are advised to apply on-line on the suitable portal of of “The Institute of Company Secretaries of India”. No hard copy is required to be sent to any address by post during the selection process.
- 2) Candidates will have to upload the following documents:
 - a) Bio-data with complete details of Identity, Date of Birth, Age, latest colour passport size photograph, Communication & Permanent Address with e-mail IDs, educational/ professional qualifications (with dates of acquiring such Qualifications)/ Hobbies & Interests in extra-curricular activities duly signed by the Candidate.
 - b) Birth Certificate/ Class X certificate/ Aadhar Card
 - c) Essential qualification certificate with Marksheets.
 - d) Experience Certificate/ proof of Experience (e.g., Pay-slip, job assignment, joining & separation order etc.) if applicable.
 - e) Details of any Legal Case involvement in the past.

Candidates will have to furnish such documents for verification at the time of joining to the identified Third Party Utility Powertech Ltd. Noida engaged by NHPTL for such deployment at NHPTL.

MONTHLY M/s UPL EMOLUMENTS:

The details of Monthly emoluments through M/s Utility Powertech Ltd. Noida for the deployment of Company Secretary at NHPTL are attached as Annexure-1 for ready reference.



Annexure-I

The details of emoluments through M/s Utility Powertech Limited, Noida/ Third Party Agency

The Engagement of Company Secretary on temporary basis contract through M/s UPL as under:

1. The Engagement will be initially for a period of one year with monthly emoluments of ₹30,000/- as basic pay. Necessary PF deduction and Companies' contribution will be paid as per statute.
 2. For local conveyance lumpsum ₹1,000/- as transport subsidiary.
 3. Towards mobile expenses for official purposes ₹500/- shall be paid.
 4. For Medical allowance ₹1,000/- shall be paid.
 5. Special Allowance of ₹7,500/- shall be paid.
 6. Annual Ex-gratia @8.33% of basic pay, disbursement on monthly basis.
 7. The Engagement is without having further claim for re-engagement in any form whatsoever. This Engagement be also terminated at any time by either party by giving one month notice in writing or by payment of one month basic in lieu thereof. The site establishment may not assign any reasons for such termination discretion other than what is stipulated in this paragraph.
 8. As regards discipline and duties, same shall be subjected to rules and regulations of NHPTL office/ organization as well UPL in force from time to time.
 9. Candidate would be entitled to avail today leave per month, apart from one normal weekly off from the office. Un-avail leave(s) to the extent of 50% of the total entitled leave(s) can be en-cashed at the end of the contract. All other kinds of absence will be treated as without compensation and necessary deduction may be affected from compensation package.
 10. Original certificates shall be required to be produced in support of date of birth, education qualification, experience and salary certificate of previous employer etc. with submission of Xerox copies thereof at the time of joining.
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