Date: 15.02.2018

**Advt. No. 3-1/2018-HR**

**Recruitment of Company Secretary & Head Legal**

Bharat Broadband Network Limited (BBNL) is a Special Purpose Vehicle under the Ministry of Communications, Government of India - for the Establishment, Management and Operation of BharatNet which involves broadband connectivity to all the 2,50,000 Gram Panchayats (GPs) in the Country. BBNL has been incorporated as a Public Sector Undertaking (PSU)/ Company under Companies Act, 1956 on 25.02.2012. Additional details about the company may be had by visiting BBNL website at [www.bbnl.nic.in](http://www.bbnl.nic.in).

1. BBNL invites applications for **01 regular post of Company Secretary (CS) & Head Legal** for which eligibility criteria and other details are tabulated below:

<table>
<thead>
<tr>
<th>Name of Post &amp; IDA</th>
<th>Education Qualifications</th>
<th>Age Requirement (as on 15.02.2018)</th>
<th>Post qualification Experience criteria (as on 15.02.2018)</th>
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<tbody>
<tr>
<td>Co. Secretary &amp; Head Legal– E7</td>
<td>Fellow / Associate Member of Institute of Company Secretaries of India (ICSI) and Degree in Law from a recognized University</td>
<td>Not Less than 40 years and not exceeding 55 years.</td>
<td>1. If working in Central or State Govt.’s PSU: Total Experience- 15 years (out of which minimum work experience of 3 years as a Company Secretary) and; Presently working in analogous scale of Rs. 43200-66000 (IDA); or 03 years in scale of Rs. 36600-62000/- (IDA) OR 2. If working in a Private organization: Total Experience – 20 years (out of which minimum work experience of 5 years as Company Secretary in a public limited company) Job Requirements will be for above sl. no. 1 &amp; 2 is as under: a. Excellent knowledge of Company Law and its application including Secretarial Standards, good grasp of applicable laws to a Company so as to report to BoD periodically, very good communication capability especially in drafting with power to grasp and express the content succinctly, up-to-date on new</td>
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developments in the areas of work of a CS. Qualities expected are keenness in learning, readiness to meet work exigencies without hesitation, commitment to work, professionalism in approach, with capability to handle all the work independently expected of a Co. Secretary.


2. **Job Nature:**

   Company Secretary (CS) & Head (Legal): The job involves all the Statutory & Ministerial Duties of a Company Secretary of a Company. He will also head the Legal Discipline of the Company.

3. **Compensation Package:** Basic Pay, DA, Allowances such as HRA / Leased residential Accommodation, conveyance, medical reimbursement, EPF, Gratuity, Leave travel allowances, etc. are admissible as per the rules of the company.

4. **Medical Standards:** Candidates should be in sound health and free from color blindness. No relaxation in health standards will be allowed.

5. **Place of Posting:** Corporate Office, New Delhi

6. **Selection Process:** Interview

7. **General Information:**

   i. **Nationality:** The candidate should be Indian National.

   ii. **Disqualification:** - The disqualification criteria as applicable in Govt. of India will also be applicable in BBNL.

   iii. If any candidate is presently working with any central / state PSU, he/she should inform his / her employer in writing before applying for post in BBNL. Such candidate will have to produce NOC from its employer at the time of interview. **However, in the event of difficulty in getting NOC from his/her parent department, the candidate may submit an undertaking at the time of Interview that he/she will not claim any service transfer benefits / protection of pay in case of his / her selection. Such candidate will be appointed on minimum of the pay scale of the company secretary in BBNL.**

   iv. Further, the selected candidate has to submit the proper relieving letter from the present employer in the event of selection in BBNL before joining.
v. All information submitted in the application will be verified with original documents at the
time of interview. If any information provided by the candidate is found to be false or
incorrect or not in conformity with the eligibility criteria, then his/her candidature is liable to
be rejected/cancelled at any stage of the recruitment process.

vi. BBNL reserve the right to cancel/amend the advertisement and/or the selection process
there under.

vii. Those outstation candidates called for the interview will be paid to and fro 2nd class AC rail
fare by the shortest route as per BBNL TA DA rules subject to submission of proof of journey
and production of all original document for verification of age, qualification, experience,
reservation/relaxation etc. and upon completion of interview.

viii. Those candidates separated from any PSU on VRS would be required to refund VRS
compensation received in the event of selection in BBNL.

ix. Any corrigendum/clarifications on this advertisement, if necessary, shall be uploaded on
BBNL website and no separate press coverage is envisaged for this purpose.

x. All disputes/cases related to this recruitment process are subject to jurisdiction of courts at
Delhi only.

xi. Before submitting the filled in application candidates should ensure that all the entries are
properly filled and are correct.

8. How to Apply:

i. Eligible and interested candidates should visit to BBNL site www.bbnl.nic.in to
download prescribed application format. Application received in any other format will not be
entertained.

ii. Application incomplete/unsigned, without self-attested copies proving age, qualifications,
experience, reservations etc. and application received late due to any reason including
postal delay will not be considered. A recent passport photograph should be affixed at the
right hand top corner on the first page of the prescribed application format.

iii. The envelope duly super-scribed as ‘Application for the post of CS & Head Legal’ containing
the duly filled in and signed application (Neatly typed on A-4 size paper in the prescribed
format) along with self-attested copies of the said enclosures and a non-refundable demand
draft of Rs. 1000/- (Rs. One Thousand Only) for UR/OBC and Rs. 250/- (Rs. Two Hundred Fifty
only) for SC/ST/Ex-Serviceman (SC, ST & Ex-Servicemen candidates are required to submit a
self-attested copy of Caste/Defence Service certificate on prescribed format for Central
Government along with Demand Draft) favoring of ‘Bharat Broadband Network Limited’
payable at New Delhi should be sent to the CGM (HR &A), BBNL, 3rd Floor, C-DOT Campus,
Mandi Gaon Road, Mehrauli, New Delhi – 110030 accompanied with the copy of following
documents:

a) Matriculation Certificate (for age proof);

b) Attested copy of certificate of professional degree including LLB and of membership
(ACS/FCS) of the Institute of Company Secretaries of India;

c) Certificates of other professional qualifications, if any;

d) Certificates in proof of experience (clearly indicating the pay scale & no of years served in
the pay scale as on the cut off date as mentioned), proof of present CTC (for working in private sector)/ present pay scale (for working in Govt.’s PSU);
e) DD for Rs. 1000/- for UR and OBC applicants & Rs. 250/- for SC/ST & Ex-servicemen applicants in original. (Applicant are required to mention the name & post applied for on back side of DD and SC, ST & Ex-Servicemen candidates are required to submit a self-attested copy of Caste/ Defence Service certificate on prescribed format for Central Government along with Demand Draft)
f) A copy of CV (Curriculum Vitae) signed by candidate

Advance scanned copy of the application along with enclosures be sent by email to rectt.bbnl@nic.in

Important Date:-

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Date</th>
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<tbody>
<tr>
<td>Last date of receipt of application at BBNL’s Office</td>
<td>15.03.2018 by 5 PM</td>
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</table>
APPLICATION FORMAT

<table>
<thead>
<tr>
<th>D.D. No. &amp; Date</th>
<th>Name of issuing Bank Branch</th>
<th>Amount</th>
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1. **Post Applied for** (in Block Letters): _________ - Advt. No. 01/2018

2. **Name in full** (in Block Letters): 

3. **Father’s Name**: 

4. **Date of Birth**: 

5. **Community** (SC/ST/OBC): 

6. **Religion**: _________ whether belong to Minority: Yes/No (Please tick)

7. **Name of the Last/Present Organization**: _________ (Please tick)

   (Central/State PSU ) Private

8. **Correspondence Address**: __________________________ (in Block Letters)

9. **Contact Phone & Fax no.**
   **E-mail ID**: __________________________

10. **Qualifications (Academic & Professional)**:

    ACS/FCS Membership No. _______ & Date _______

    | Exam Passed | Year of Passing | Name of the Instt./University | Max marks | Marks obtained | %age of marks |
    |-------------|-----------------|------------------------------|-----------|----------------|--------------|
    |             |                 |                              |           |                |              |

11. **Post Qualification Experience**

    | Name & address of the Employer | Type of employer (Central or State’s PSU or Private (pls specify)) | Post held (Designation) | Scale of Pay | Period in Scale of Pay | Brief detail of work handled (Attach separate sheet if necessary) |
    |------------------------------|---------------------------------------------------------------|--------------------------|--------------|------------------------|---------------------------------------------------------------|
    | Present                      |                                                              |                          |              |                        |                                                              |
    | Previous                     |                                                              |                          |              |                        |                                                              |

My total length of post qualification work experience is ______ years ______ months.

12. **Details of Computer/ERP proficiency**: __________________________

13. **List of Enclosure**: 1.______, 2______

______________________________
Signature of the Candidate

**Verification**

I declare that the information furnished above by me is true to the best of my knowledge and belief and that nothing material has been concealed.

Place: ______________
Date: ______________

______________________________
Signature of the Candidate