

Engagement of Company Secretaries (CS) as Young Professionals in the Office of Regional Director (WR), Registrar of Companies, Mumbai and Registrar of Companies, Pune

Detail Information about the Vacancy

1. Essential Qualifications: -

- a. Must be a qualified Company Secretary
- b. Should possess minimum Two years' experience post passing their Final Examination
- c. Age not exceeding 35 years as on 1st June, 2024

2. Tenure and period of Engagement: -

- a. Young Professionals would be engaged for a period of one year in the first instance, extendable upto a maximum of four years. Initial three months would be probation period.
- b. The engagement of Young Professionals would be on full-time basis and they would not be permitted to take up any other assignment during their period of engagement.
- c. The engagement of Young Professionals is of a temporary nature against the specific jobs/assignments. The appointment can be cancelled at any time by the Competent Authority without assigning any reasons.

3. Other Entitlements: -

Young Professionals will be paid a fixed consolidated remuneration of Rs. 40,000/- (Rupees Forty Thousand only) per month and conveyance allowance of Rs. 1,000/- (Rupees One Thousand only) per month. The Income Tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before effecting the payment, for which the Ministry/ Regional Director will issue TDS certificate.

4. TA/ DA: -

- a. No TA/DA shall be admissible for attending the interviews/ selection process.

b. No TA/DA shall be admissible for joining the assignment or on its completion.

5. **Other Allowances: -**

Young Professionals shall not be entitled to any allowance/ benefits such as Dearness Allowance, Transport facility, residential accommodation/personal staff/CGHS/medical reimbursement etc.

6. **Working Hours: -**

Young Professionals shall follow the normal working hours as prescribed. However, as per exigency, Young Professionals have to sit and attend office on holidays to complete the time bound work.

No extra remuneration will be payable for working on holidays and beyond normal working hours.

7. **Place of Posting: -**

The place of posting of Young Professionals will be at Mumbai and Pune and the interested Candidates should indicate clearly their preferred place of posting. The Young Professionals will work under the guidance and supervision of the Officers of Ministry and its Regional Offices.

8. **Leave: -**

Young Professionals shall be eligible for 8 days leave in a calendar year on pro rata basis and will not be entitled for remuneration in case of absence beyond 8 days in a year. Also, unavailed leave, if any, shall not be carried forward to the next calendar year.

9. **Confidentiality and Secrecy: -**

a. During the period of assignment, the Young Professionals would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by them during their period of engagement to anyone who is not authorized to know the same.

b. Selected candidates shall not practice as Chartered Accountant/Company Secretary/Cost Accountant during the period of their engagement as Young Professionals.

c. The Young Professionals shall sign a Declaration of Fidelity and Secrecy at the time of joining.

d. The Young Professionals, except with the previous sanction/ approval of the Ministry or in the bonafide discharge of his/ her duties, shall not publish a

book or a compilation of articles or participation in a radio/ electronic media broadcast or contribute an article or write a letter to any newspaper or periodical, either in his/her own name or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast or letter is related to a subject matter assigned to him/ her by the Ministry.

10. Service Contract:-

- a. The assignment is purely on contractual basis and will not confer any right for permanent absorption or appointment on regular basis in the Ministry or its regional offices.
- b. The Young Professional will be required to give 15 days' notice of his/ her intention to leave the assignment.
- c. The Ministry/ Regional Directorate will be free to terminate the services of Young Professionals without any notice in case of absence by more than 15 days beyond the entitled leave in a calendar year.
- d. The services of Young Professionals may be terminated by the Ministry/ Regional Directorate by giving 30 days notice in case of the following eventualities:
 - i. Young Professional is unable to address the assigned works.
 - ii. Quality of the work performed by the Young Professional is not to the satisfaction of the Ministry/ Regional Directorate.
 - iii. The Young Professional fails in timely achievement of the approved work plan.
 - iv. The Young Professional is found lacking in honesty and integrity.

Registration:

Interested candidates may register through the link:

<https://forms.gle/8upTzbYfodKMVxcZ> by 5:00 PM, 12th May, 2024.