Telecommunications Consultants India Ltd. (TCIL) is fast growing multinational Public Sector Organization under the Ministry of Communications, Govt. of India. TCIL is operating globally to provide world-class technology and Indian expertise in all fields of Telecom, IT & Civil.

TCIL is inviting the applications from qualified and experienced persons for the post of **General Manager (Company Secretary) (E-7-IDA)** on regular basis:

No. of Post : 01  
Pay Scale : Rs. 100000-260000/- (E7 - IDA) + DA, Other allowances like, Medical, LTC, Transport Allowance and Perks as per Company Rules.

Essential Qualification : ACS / FCS from the Institute of Company Secretaries of India.

Desirable Qualification : Preference will be given to the candidate having Degree in Law (LLB)/MBA (Fin.)/CA/ICWA from a recognized Institute/University.

Age limit : Maximum 50 years (One year age relaxation to internal candidates)

**Experience :**

- **For Candidates working in Govt./PSUs** : The candidate should have minimum 15 years post qualification experience in the areas of Secretarial Matters including Statutory and Regulatory Compliances, Corporate Governance, Board/Committee/General Meetings, Compliances under the Companies Act 2013 and other applicable Laws along with Rules and Secretarial Standards, Listing of Shares, Listing Regulations, Stock exchange Compliances, SEBI Laws, Dividend etc. Knowledge of drafting agreements, MOU & Memorandum & Articles of Association, Resolutions, Formation of JVs and Subsidiaries, Coordination with Statutory/Regulatory bodies, capability to coordinate with Ministry. Should be well versed with DPE & Govt. guidelines. The incumbent will be required to possess good communication and presentation skills. Out of the total experience, minimum last two years working experience should be in the Pay Scale of IDA Rs. 90000-240000/- or its equivalent to CDA.

Or

Contd..2/-
For Candidates working in Private Sector: The candidate should have minimum 15 years post qualification experience in the areas of Secretarial Matters including Statutory and Regulatory Compliances, Corporate Governance, Board/Committee/General Meetings, Compliances under the Companies Act 2013 and other applicable Laws along with Rules and Secretarial Standards, Listing of Shares, Listing Regulations, Stock exchange Compliances, SEBI Laws, Dividend etc. Knowledge of drafting agreements, MOU & Memorandum & Articles of Association, Resolutions, Formation of JVs and Subsidiaries, Coordination with Statutory/Regulatory bodies, capability to coordinate with Ministry. Should be well versed with DPE & Govt. guidelines. The incumbent will be required to possess good communication and presentation skills. Out of the total experience, minimum last two years working experience should be in the CTC of Rs. 20 Lakhs per annum in a company having annual turnover of more than Rs. 300 Crores.

Necessary Instructions:

1. The last date of receipt of the applications is 26.03.2019.

2. Age relaxation in respect of SC/ST/OBC candidates as per Govt. of India guidelines.

3. Candidates working in Govt. organization/PSU shall apply through proper channel or shall submit the NOC at the time of interview.

4. Name of the post applied for should invariably be mentioned on the top of the envelope containing the application form.

5. The post advertised is meant for different locations in India/Abroad.

6. Incomplete/unsigned applications and applications received after the last date of receipt of applications will not be entertained and the application form in the prescribed format without the self attested copies of all relevant certificates (Educational, Professional, Date of Birth & Experience) will liable to be rejected.

7. Interested candidates should send their applications in the prescribed format to “The Group General Manager (HRD), Telecommunications Consultants India Ltd., TCIL Bhawan, Greater Kailash –I, New Delhi – 110048” up to the last date of receipt of applications.