



रेल विकास निगम लिमिटेड  
Rail Vikas Nigam Limited

## (A Government of India Enterprise)

### INVITES **APPLICATIONS FOR THE POST OF COMPANY SECRETARY**

Rail Vikas Nigam Limited (RVNL), a Schedule 'A' CPSE under the Ministry of Railways established for fast track execution of Rail projects, requires the services of an experienced and qualified Company Secretary at its Corporate Office in New Delhi in the grade of Assistant Manager (E2) or Manager (E3) in the pay scale of Rs. 50,000- 1,50,000/- (Revised) (E2) or Rs. 60,000-1,80,000/- (Revised) (E3) with usual allowances. The details of the post and the qualifications/experience needed are as under: -

<b><u>Educational Qualifications</u></b>	<b><u>Essential</u></b>  1) Bachelor's Degree from a recognized University 2) Should be an Associate Member of the Institute of Company Secretary of India.  <b><u>Desirable</u></b> 1) Candidates having LLB or CA or MBA would be desirable 2) Familiarity in the use of computer applications like MS Office etc.
<b><u>Experience</u></b>	<b><u>For candidates from CPSE's /other Autonomous Bodies of Govt and other reputed Public Limited Companies.</u></b>  1) <u>For Company Secretary in Manager's Grade (E-3) (Rs. 60,000-1,80,000/- (Revised))</u> should have a minimum total working experience of 3 years in the relevant field out of which at least 2 years should be in the grade of Assistant Manager (E-2 Grade) (Rs. 50,000-1,50,000/- (Revised)) in a CPSE / Autonomous Body of Government / equivalent grade in a reputed Public Limited Company with experience of at least 6 years in the relevant field; 2) <u>For Company Secretary in Grade (E-2) (Rs. 50,000-1,60,000/-) (Revised))</u> should Have 02 years of experience in the grade of Senior Executive (E-1 Grade) (Rs. 40,000 -1, 40,000/- (Revised)) / equivalent grade in a reputed Public Limited Company with experience of at least 4 years in the relevant field.  <b><u>Others</u></b> 1) For those applying in Manager's Grade (E-3), should have working experience of at least 6 years in the relevant field in a reputed Public Limited Company with an annual package of Rs. 8 lakhs. 2) For those applying in Assistant Manager's Grade (E-2), should have working experience of at least 4 years in the relevant field in a reputed Public Limited Company with an annual package of Rs. 6 lakhs.



<b><u>Upper Age Limit</u></b>	<p>Not more than 35 years as on the closing date Relaxation in the upper age limit is admissible in the following categories of candidates: -</p> <ul style="list-style-type: none"> <li>• Scheduled Castes / Scheduled Tribe candidates by 5 years</li> <li>• Other Backward Classes candidates by 3 years</li> <li>• Person with disability-as per Government of India directives up to 10 years</li> <li>• Ex-Servicemen - as per Government of India directives</li> </ul>
<b><u>Job Profile</u></b>	<ol style="list-style-type: none"> <li>1) Company Secretary will be required to assist the top management of the Company. He / She will be responsible for ensuring compliance with the relevant provisions of the Company Law and its deadlines as well as compliance of DPE's guidelines and other Govt of India orders</li> <li>2) Keep abreast of changes in Company Law requirements</li> <li>3) Holding of Meetings of Board of Directors, Audit Committee, Annual General Body etc.</li> <li>4) Keeping updated statutory records and books as required</li> <li>5) Coordinate with the SPVs</li> <li>6) Besides, he/she will also deal with the Registrar of Companies, Company Law Board, Department of Public Enterprises, Ministry of Railways in discharge of his/her functions. He/She will also be responsible for printing of Annual Accounts and the Directors report and e-filing of documents regarding secretarial compliances.</li> </ol>
<b><u>Selection</u></b>	<p>Mere fulfilling the minimum eligibility requirement /qualification will not vest any right on the candidates to be called for Interview.</p> <p>RVNL reserves the right to call only the requisite number of candidates for interview after preliminary screening / short-listing with reference to the candidate's qualification, suitability etc. Applications incomplete in any respect shall be liable for rejection summarily.</p> <p>RVNL reserves the right to reject any candidate without assigning any reason.</p> <p>RVNL will not be responsible for non-receipt / late receipt of any communication due to postal delay or any other reason.</p> <p>Employees working in Central/State PSEs, Autonomous Bodies should forward their application through proper channel or produce NOC from the present employer at the time of interview.</p> <p>Short listed candidates would be required to appear for Interview / Screening at two stages. The selection for the post will be on the basis of qualification, experience &amp; performance of the candidate in the interview.</p> <p>However, RVNL reserves the right to conduct the written examination in case large number of applications are received from eligible candidates IS reasonably high. The details of written examination, if any, shall be communicated to the candidates in advance.</p> <p>Short listed candidates who qualify for the Selection would be required to stay for an extra day as Selection will be held at New Delhi only. Candidates will have to make their own arrangements for travel and stay both for written examination / interview.</p> <p>In case of suitable and deserving cases, any of the requirements including grade and conditions of eligibility mentioned above, may be relaxed at the discretion of the management of RVNL.</p> <p>The decision of RVNL Management regarding grant of grade/pay to selected candidates would be final.</p>



**Service conditions**

- 1) Selected candidate would be posted as CS initially on Probation for a period of two years during which he/she will be placed in either E3 or E2 Grade as per eligibility criteria with the relevant perks / allowances as the case may be.
- 2) On successful completion of the probation period, he/she will be regularized as Company Secretary in the grade of Manager (E3) or Asst. Manager (E2) as the case may be

Interested and eligible Candidates are required to send their resume in the prescribed proforma (applications not in the prescribed proforma will not be considered) along with relevant documents in support of educational qualifications, experience, caste (if applicable), last month salary statement etc. and send the same to The Group General Manager (HR), Rail Vikas Nigam Limited, 1<sup>st</sup>, Room No. 253, August Kranti Bhawan, Bhikaiji Cama Place, New Delhi-110066 on or before 15<sup>th</sup> February, 2019. The envelope containing the applications should be super scribed as "APPLICATION FOR THE POST OF COMPANY SECRETARY".

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## **RAIL VIKAS NIGAM LIMITED**

### **Application for the post of Company Secretary**

- 1) Name :
- 2) Father's/Husband's Name :
- 3) Date of Birth :  
(Self-attested certificate is to be attached)
- 4) Age as on :
- 5) Sex :
- 6) Domicile :
- 7) Caste : (GEN IOBC/PH/SC/ST)  
(Self-attested certificate is to be attached)
- 8) Permanent Address :
- 9) Address for communication :
- 10) Contact No :
- 11) Email ID :
- 12) Aadhar No :  
(Self-attested certificate is to be attached)
- 13) Educational Qualifications :  
(Self-attested certificate is to be attached)

Name of Exam	Name of Board / University	Year of Passing	% of Marks Scored	Medium of Instruction
CLASS X				
CLASS XII				
GRADUATION				
OTHERS (pl. specify)				



- 14) Professional Qualifications.  
(Self-attested certificate is to be attached)

Name of Exam	Name of Board / University	Year of Passing	% of Marks Scored
CS (Essential)			
LLB (Preferable)			
CA(Preferable)			
MBA(Preferable)			
OTHERS (pl. specify)			

- 15) Experience (starting from earliest)  
(Self-attested certificate is to be attached)

Name of Organization & Address	Post Held	Grade	Monthly Salary (in Rs.)	From / To	Details of duties performed (in brief)

Name of Immediate Superior Officer	Contact Nos. (Landline / Mobile)	Years worked under him / her

15) **Declaration**

1. I hereby solemnly affirm that the statement made and information furnished by me in the above performa is true and correct.
2. I have not concealed any information.
3. However, if any information furnished herein is found to be fraudulent, incorrect and untrue, I understand that I am liable to criminal prosecution and I also agree to forgo my appointment if made.

**DOCUMENTS TO BE COMPULSORILY ATTACHED: -**

1. Copy of 10<sup>th</sup> / High School / Secondary / School Leaving Certificate showing Date of Birth.
2. Copies of Educational & Professional Qualifications.
3. Experience Certificate, if any.
4. Copies of Commendations / Awards Certificates.
5. Copies of ACRs/APARs for the last 5 years.
6. Caste certificate.
7. Copy of Aadhar Card.

PLACE:

DATE:

(Name.....)  
Signature of the Candidate



**(Certificate to Be Furnished by the Employer/Head of Office/ Forwarding Authority)**

1. Certified that the particulars furnished by \_\_\_\_\_ are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.

2. Also certified that: -

i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. \_\_\_\_\_

ii) His/her integrity is certified.

iii) His/her CR Dossier in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of JAG, are enclosed.

Signature \_\_\_\_\_

Name & Designation \_\_\_\_\_

Telephone No, \_\_\_\_\_

Office Seal \_\_\_\_\_

**List of enclosure:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_