

Engagement of Eligible & Experienced Company Secretary Professional (on contract) for IPAs of the PGInvIT

POWERGRID Infrastructure Investment Trust (PGInvIT/Trust), is a listed business trust set up under SEBI (Invit) Regulations and is sponsored by Power Grid Corporation of India Limited, a Maharatna Public Sector Enterprise under the Ministry of Power, Govt. of India. PGInvIT is the first Infrastructure Investment Trust set up by a Public Sector Undertaking of Govt of India and 85% of units of Trust are held by Institutional and non-institution investors and 15% of the units are held by POWERGRID, as Sponsor of the Trust. The Trust owns the following 05 companies as its Initial Portfolio Assets (IPAs), namely,

1. Vizag Transmission Limited (VTL), formerly known as POWERGRID Vizag Transmission Limited
2. POWERGRID Kala Amb Transmission Limited (PKATL)
3. POWERGRID Warora Transmission Limited (PWTL)
4. POWERGRID Parli Transmission Limited (PPTL)
5. POWERGRID Jabalpur Transmission Limited (PJTL)

The IPAs in aggregate operate fully operational 765kV and 400kV Inter-State Transmission (ISTS) Assets having 3700 circuit kms of transmission lines along with 03 Sub-stations and 6630MVA transformation capacity as on 30.06.2023.

To operate and manage its fully operational IPAs, PGInvIT is looking for bright, committed, hardworking and energetic candidates with professional experience in Company Secretariat function to be placed as Company Secretary Professional (on contract) in its IPA as per the details given below.

DETAILS OF VACANCIES

Name of position	Vacancy
Company Secretary Professional (on contract) (Candidate may be placed as Company Secretary in the respective IPAs of PGInvIT)	01

JOB SPECIFICATION

Essential Educational Qualification	Associate Member of the Institute of Company Secretaries of India (ICSI)
Essential Post Qualification work experience	At least 01 year in Company Secretariat of any unlisted / listed company (Internship / training shall not be counted as experience)



Area of Experience	Experience in secretarial matters like: <ul style="list-style-type: none">✓ Drafting of agenda, minutes, official letter etc.✓ Conducting Board / Committees' / meetings, General Body Meetings✓ Compliance with statutory requirements under Companies Act and other statutory compliances thereof.						
Nature of post	Contractual						
Upper Age Limit (as on 10.08.2023)	30 years (candidates should be born on or after 11.08.1993)						
Place of Posting	The candidates shall be posted in Delhi NCR. However, they need to work in both offline and online mode.						
Total benefits	<ul style="list-style-type: none">• The total remuneration for the post shall be Rs. 60,000/- per month on lumpsum basis (Inclusive of all benefits) in the first year of engagement. The remuneration shall be paid as per following:<table border="1" data-bbox="550 824 1433 1048"><thead><tr><th>1st Year of engagement</th><th>2nd Year, after successful completion of 1st year of engagement</th><th>3rd Year, after successful completion of 2nd year of engagement</th></tr></thead><tbody><tr><td>Rs.60,000/- per month</td><td>Rs.61,800/- per month</td><td>Rs.63,660/- per month</td></tr></tbody></table> <p>The increment will be given from the first day of month subsequent to the month in which one year is completed.</p> <ul style="list-style-type: none">• Contract personnel will be entitled to 12 days Casual Leave, 10 days Sick Leave in a calendar year.• OPD reimbursement for self, spouse and 02 children with ceiling of Rs. 30,000/- per annum.• Medical insurance for hospitalization covering self, spouse and 02 children cumulative annual coverage of Rs. 5 lacs.	1 st Year of engagement	2 nd Year, after successful completion of 1 st year of engagement	3 rd Year, after successful completion of 2 nd year of engagement	Rs.60,000/- per month	Rs.61,800/- per month	Rs.63,660/- per month
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Rs.60,000/- per month	Rs.61,800/- per month	Rs.63,660/- per month					
Appointment	Successful candidate shall be appointed as Company Secretary Professional (on contract) in PPTL/ any other SPV company of PGInvIT, initially for a period of three (03) years, which may be extended for further period based on performance and discretion of PGInvIT management or its Investment Manager.						
Selection Process	Through Personal Interview						

IMPORTANT DATES

Commencement of Online Submission of Application	04.08.2023 (15:00 Hrs)
Last date for Online submission of Application	10.08.2023 (23:59 Hrs)
Cut-off date for eligibility criteria	11.08.1993



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