

HINDUSTAN PREFAB LIMITED

(A Govt. of India Enterprise)

Jangpura, New Delhi-110 014

Website: www.hindprefab.in

Ph. No.011-43149800-899 / Fax: 011-43149865



Date: 16/10/2023

Contract Employment Notice No.02/2023

Hindustan Prefab Limited (HPL), a Central Public Sector Civil Engineering Organization with its Corporate Office at New Delhi is looking for result oriented professional for the position of 'Company Secretary' on purely contract basis for its Head Office, for initial period of one-year which is extendable for another three years as per discretion of the HPL Management.

Requisite qualification and experience is given below:-

Post	Category	Qualification	Minimum Post Qualification Experience	Consolidated Salary	Job Description
Company Secretary	UR	Member of the Institute of Company Secretaries of India, New Delhi	Experience of 05 years in a Govt. / Public / Private organization of repute, relating to Company Law matters, statutory and other compliances / functions etc.	Rs.63,000/- Per Month	The prospective candidate will look after all the company law matters, statutory and other compliances etc. as required from time to time. He / she will be responsible for - (i) arranging and conducting General Meetings / Board Meetings as per requirements, preparing agenda and recording minutes of the meeting; (ii) discharging all functions of the Company Secretary as per provisions of the Companies Act, 2013; (iii) ensuring all statutory compliances with other directives issued by the Department of Public Enterprises and other authorities; and (iv) other duties as may be assigned by HPL Management.

Contd...Page-2

General Conditions:

1. Upper age limit as on 01.10.2023 is **40 Years**.
2. Date for determining eligibility of all candidates in respect of experience shall be 01.10.2023.
3. Employees in regular employment in Central/State Govt./Autonomous bodies and Central/State Public Sector Enterprises possessing required qualification and experience if apply and are selected, will have to resign before joining contractual appointment in the company.
4. Candidates working in Government, Semi-Government Organization/Public Sector Undertakings and Autonomous Bodies should apply through proper channel or furnish "No Objection Certificate" at the time of interview.
5. There will not be any protection of pay/emoluments at the time of joining HPL.
6. Besides consolidated salary, the selected candidate shall also be eligible for the fringe benefits like EPF contribution, Leave i.e. 15 days Earned Leave, 12 days Casual Leave, 10 days Medical Leave in a calendar year, medical reimbursement facility etc. as per rules of the Company for contractual employees.
7. Mere fulfilling the minimum requirement/qualification will not vest any right on the candidates to be called for interview.
8. Applications incomplete in any respect shall be liable for summarily rejection.
9. HPL reserves the right to reject any candidate without assigning any reason.
10. Candidates doing private practise will not be considered as experience.

Intending eligible Candidates should send their applications in the attached format indicating name of post, name, address, qualification, experience and age along with copies of certificates including date of birth so as to reach the **Personnel & Administration Department, Hindustan Prefab Limited, Jangpura, New Delhi-110014** on or before **31st October, 2023**.

X.....X.....X