

**BHARUCH DAHEJ
RAILWAY COMPANY LTD.**
भरुच दहेज रेलवे कम्पनी लि.
CIN : U45203 DL2006 PLC155511

Registered Office :
39-42, (3rd Floor H Block) Indra Palace,
Connaught Circus Inner Circle,
New Delhi - 110 001.
Tel.: 011-43586814/17
Fax : 011-43586813
Website : www.bdrail.in
E-mail : cosec@bdrail.in

No: BDRCL/Vacancy/Misc/2025

Dated 15-01-2025

Shri B Narasimhan (CS)
President
Institute of Company Secretary of India
22, ICSI House, Lodhi Road, Institutional Area,
Lodhi Colony, New Delhi- 110003.

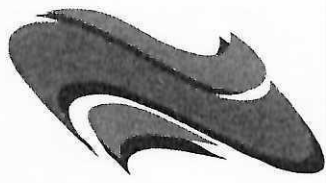
Sub: Filling up the vacancy of Company Secretary and Assistant Company Secretary.

Respected Sir,

Bharuch Dahej Railway Company Limited (BDRCL) is a Company incorporated under Company's Act 2013 as a Special Purpose Vehicle (SPV) under National Rail Vikas Yojna (NRVY) launched by Ministry of Railways (MOR) Government of India. Company has the requirement of Company Secretary & Assistant Company Secretary for which an advertisement has been issued for wider participation, which is attached with a request to please forward resume of suitable candidates and/or circulates to members who are meeting with the eligibility criteria fulfilling conditions mentioned in the notification form.

With best regards


Additional General Manager/HR



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**Recruitment of various posts on Contractual Basis
Vacancy Notice No. 01/2025 dated 15-01-2025**

Bharuch Dahej Railway Company Limited (BDRCL) is a Company incorporated under Company's Act 2013 as a Special Purpose Vehicle (SPV) under National Rail Vikas Yojna (NRVY) launched by the Ministry of Railways (MoR), Government of India.

The following positions are required in BDRCL on contractual basis:

Sr. No.	Post	Number of Vacancy	Place of Posting
1	Company Secretary	1	New Delhi
2	Assistant Company Secretary	1	New Delhi

The detailed vacancy note can be down loaded from www.bdrail.in and www.rvnl.org. Intended candidates may send their resume along with application form duly sealed addressed to AGM/HR , 39-42.(3RD FLOOR h Block), Indra palace, Connaught circus Inner circle, New Delhi-110001

Eligibility Criteria, Job Profile & Detailed Terms & Conditions

I.	Name of Post	Company Secretary
1.	No. of Post	1
2.	Location	New Delhi
3.	Maximum Age	45 years as on date of vacancy notification.
4.	Educational Qualification	<p><u>Essential:</u> Company Secretary (should be a member of Institute of Company Secretaries of India - ICSI).</p> <p><u>Desirable:</u> Additional Qualification in law (LL.B/LL.M) or Chartered Accountant shall be preferred.</p>
5.	Work Experience	<p><u>Mandatory Experience (Post Qualification):</u> Minimum 05 years in the field of secretarial work, corporate laws and corporate governance</p> <p>Preference shall be given to candidates having experience of working with CPSE.</p>
6.	Other Skills	<p>Well conversant in latest Computer/IT skills and its applications. Excellent communications skills - Drafting, verbal, presentation, Fluency in English Strong organizational, analytical and interpersonal skills.</p>
7.	Job Profile	<ul style="list-style-type: none"> • To co-ordinate, facilitate, call and hold; Board Meeting, Committee Meeting, Annual General Meeting, Extra Ordinary General Meetings, Drafting Agenda, Resolutions, Minutes of Board Meetings in consultation with Managing Director. • Ensure compliance of the provisions of Companies Act 2013 and Rules made there-under and other statues & by-laws such as ROC, Provisions of Corporate Governance and Secretarial Standards. • Maintenance of minute's book of meeting of Board of Directors and shareholders of the company, statutory registers with necessary enclosures and other statutory records of the company as applicable to the company as per Companies Act 2013 and secretarial standards. • Approve, sign & seal agreements, leases legal forms and other official documents on the company's behalf when authorized by the Board of Directors. • To be familiar with financial reporting, taxation, auditing, accounting, corporate finance and insolvency. • Any other matters relating to the company secretarial assignment including all incidental works such as legal matters, audit, accounts, report writing and compliance to various statutory, regulatory and other reporting. • Any other work as may be assigned from time to time by the management.
8.	Term of Appointment	Contractual Basis.
9	Period of employment	Initially for a period of one year further extendable subject to suitability/performance.
10	Consolidated Emoluments	Rs. 50,000 - 75,000/- per month

II.	Name of Post	Assistant Company Secretary
1.	No. of Post	1
2.	Location	New Delhi
3.	Maximum Age	30 years as on date of vacancy notification.
4.	Educational Qualification	Essential: Company Secretary (should be a member of Institute of Company Secretaries of India - ICSI). Preference shall be given to candidates with LLB/LLM/CA
5.	Work Experience	Mandatory Experience (Post Qualification): 01 year in the field of Secretarial work, Corporate Law and Corporate Governance Preference shall be given to candidates having experience of working with CPSE.
6.	Other Skills	Well conversant in Computer/IT skills and its applications Excellent communications skills - written, verbal, presentation, Fluency in English Strong organizational, analytical and interpersonal skills.
7.	Job Profile	<ul style="list-style-type: none"> • Assistance to Company Secretary in secretarial matters viz. convening Board meeting, general meetings, Maintenance of registers and records. • Any other matters relating to the company secretarial assignment including all incidental works such as legal matters, audit, accounts, report writing and compliance to various statutory, regulatory and other reporting. • To be familiar with financial reporting, taxation, auditing, accounting, corporate finance and insolvency. • Assistance in preparation of documents/ letters/ Correspondences/ minutes etc. • Any other work as may be assigned from time to time by the management.
8.	Nature of Position	Contractual Basis
9	Period of employment	Initially for a period of one year and further extendable subject to suitability/performance
10	Consolidated Emoluments	Rs. 33500-50000/- per month.

PROFORMA

APPLICATION FORM

Post Applied For: _____

Please affix a
self-attested
photograph

1. (a) Name of the Applicant (in full) _____
(b) Present or Last Designation held by Applicant (in full) _____
(c) Organization _____
(d) Office Address _____
2. Address for communication _____
3. Telephone No. : Office _____ Residence _____
Fax No. _____ Mobile No. _____
4. E-mail address _____
5. Date of Birth _____
Age as on date of issue of Advertisement _____ Years _____ Months
6. Nationality _____
7. Pay and total annual emoluments drawn in the present / last assignment held: _____

8. Eligibility Criteria :

	Qualification	Institution	Year
Educational / Professional Qualifications (along with the name of Institutions)			
(a) Graduation			
(b) Post-graduation			
(c) Other qualifications			

9. Positions held during the preceding years : (Chronological start with recent one)

Sl. No.	Designation & Place of Posting	Organization	From	To	Details of relevant work experience and achievements
1.					
2.					
3.					
4.					

10. Certification and Affiliations

Sl. No.	Particulars of Certification	Certifying Body	Date of Issuance	Date of Validity, if any

11. Skills

Sr. No.	Management Skills	Technical Skills

12. Job Fitness and Strategic Vision (explain your fitness and your strategic vision in 500 words)

13. (a) Whether any punishment awarded to the applicant during the last 4 years

If yes, the details thereof

Yes	No
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(b) Whether any action or inquiry is going on against him/her as far as his/her knowledge goes
If yes, the details thereof

Yes	No
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14. Specify the location applying for Delhi / Vadodara / Bharuch

I _____ son/daughter of _____ Resident of _____
_____ certify that the details furnished by me in Cols. 1 to 11 are true and I am
eligible for the post.

Date:

(Name & Signature of the applicant)

Note: Please attach self- attested copies of proof of

- 1. Date of birth*
- 2. Educational Qualification certificates*
- 3. Experience Certificate*

(THE INFORMATION RECEIVED WILL BE TREATED AS CONFIDENTIAL)

II.	Name of Post	Assistant Company Secretary
1.	No. of Post	1
2.	Location	New Delhi
3.	Maximum Age	30 years as on date of vacancy notification.
4.	Educational Qualification	Essential: Company Secretary (should be a member of Institute of Company Secretaries of India - ICSI). Preference shall be given to candidates with LLB/LLM/CA
5.	Work Experience	Mandatory Experience (Post Qualification): 01 year in the field of Secretarial work, Corporate Law and Corporate Governance Preference shall be given to candidates having experience of working with CPSE.
6.	Other Skills	Well conversant in Computer/IT skills and its applications Excellent communications skills - written, verbal, presentation, Fluency in English Strong organizational, analytical and interpersonal skills.
7.	Job Profile	<ul style="list-style-type: none"> Assistance to Company Secretary in secretarial matters viz. convening Board meetings, general meetings, Maintenance of registers and records. Any other matters relating to the company secretarial assignment including all incidental works such as legal matters, audit, accounts, report writing and compliance to various statutory, regulatory and other reporting. To be familiar with financial reporting, taxation, auditing, accounting, corporate finance and insolvency. Assistance in preparation of documents/ letters/ Correspondences/ minutes etc. Any other work as may be assigned from time to time by the management.
8.	Nature of Position	Contractual Basis
9.	Period of employment	Initially for a period of one year and further extendable subject to suitability/performance
10.	Consolidated Emoluments	Rs. 33500-50000/- per month.

II.	Name of Post	Assistant Company Secretary
1.	No. of Post	1
2.	Location	New Delhi
3.	Maximum Age	30 years as on date of vacancy notification.
4.	Educational Qualification	Essential: Company Secretary (should be a member of Institute of Company Secretaries of India - ICSI). Preference shall be given to candidates with LLB/LLM/CA
5.	Work Experience	<u>Mandatory Experience (Post Qualification):</u> 01 year in the field of Secretarial work, Corporate Law and Corporate Governance Preference shall be given to candidates having experience of working with CPSE.
6.	Other Skills	Well conversant in Computer/IT skills and its applications Excellent communications skills - written, verbal, presentation, Fluency in English Strong organizational, analytical and interpersonal skills.
7.	Job Profile	<ul style="list-style-type: none"> Assistance to Company Secretary in secretarial matters viz. convening Board meetings, general meetings, Maintenance of registers and records. Any other matters relating to the company secretarial assignment including all incidental works such as legal matters, audit, accounts, report writing and compliance to various statutory, regulatory and other reporting. To be familiar with financial reporting, taxation, auditing, accounting, corporate finance and insolvency. Assistance in preparation of documents/ letters/ Correspondences/ minutes etc. Any other work as may be assigned from time to time by the management.
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