

CAREER OPPORTUNITIES FOR YOUNG COMPANY SECRETARIES

Regional Director (Western Region, Ministry of Corporate Affairs, Mumbai invites application from suitable Young Professionals to work in the O/o Regional Director (Western Region), Mumbai, Registrar of Companies, Mumbai, Registrar of Companies, Pune

YOUNG PROFESSIONAL

JOB LOCATION

Mumbai, Pune & Goa

NAME OF OFFICE TO BE POSTED

ROC Mumbai, RD(WR), Mumbai, ROC, Pune & ROC-CUM-OL, Goa

QUALIFICATION

Member of The Institute of Company Secretaries of India

Young Professionals must have good working knowledge of technology-based skills by on the computer and ability to work on ICT applications. They should also possess string communication and interpersonal skills.

Young Professionals should have ability to work in/with teams.

Young Professionals should be proficient in Hindi & English.

AGE LIMIT

Young Professional should not be more than 35 years of age and must have good health. However, they will be recruited afresh for such subsequent engagements in the Ministry and will not be treated in continuity with engagement under this guideline.

PERIOD OF ENGAGEMENT:

- The maximum tenure of engagement of YPs shall be 04 years.
- The initial engagement for a person as Young Professional would be for a period of 02 years.
- Subject to performance appraisal, further one time extension of 2 years may be granted with the approval of Secretary, CA.

- The appointment of Young Professionals would be on full-time basis and they would not be permitted to take up any other assignment during the period of appointment as Young Professionals in the Ministry of Corporate Affairs.
- The appointment of Young Professionals is of a temporary nature against the specific jobs/assignments. The appointment can be cancelled at any time by the Ministry without assigning any reasons.

SCOPE:

The Young Professionals would be appointed to undertake the specific work as allotted to them in the office where they are to be deployed. Their assigned work shall cover the highly technical and legal aspects related to:

- ▶ Company Law
- ▶ Corporate Social Responsibilities
- ▶ Competition Law
- ▶ Insolvency and Bankruptcy Code
- ▶ National Financial Reporting Authority
- ▶ Corporate Data Management
- ▶ National Company Law Tribunal/National Company Law Appellate Tribunal
- ▶ (Examination of inspection/investigation reports as per Companies Act, 2013 and related instructions issued by the Ministry from time to time. Corporate Governance)
- ▶ Personnel/establishment experience in functioning of the Ministries/Departments
- ▶ Any other emerging activity/assignment/work of time bound importance

COMPENSATION

The Young Professionals will be deployed on contractual basis. The monthly consolidated remuneration shall be paid as follows:

Year	Entitlement (Rs.) Per Month
1 st year	50,000/-
2 nd year	55,000/-
3 rd year	60,000/-
4 th year	65,000/-

Young Professionals shall not be entitled to any allowance/benefits such as Dearness Allowance, Accommodation, Personal Staff, CGHS and Medical Reimbursement etc., Transport Facility, etc

Leave

Young Professionals shall be eligible for 8 days' leave in a calendar year on pro-rata basis. Therefore, a Young Professional shall not draw any remuneration in case of his/her absence beyond 8 days in a Year (calculated on a pro-rata basis). Also, un-availed leave in a calendar year cannot be carried forward to next calendar year. The Ministry would be free to terminate the services in case of absence of a Young Professionals by more than 15 days beyond the entitled leave in a calendar year.

TA/DA

Young Professionals shall not be entitled to TA/DA for joining the assignment or on its completion. However, Young Professionals shall be allowed TA/DA for their travel inside the country in connection with the official work after approval of competent authority.

WORKING HOURS

Young Professionals shall follow the normal working hours as prescribed (i.e. 9:00 AM to 5:30 PM). However, as per the exigency Young Professionals will have to sit and attend office on Holidays to complete the time bound work.

CONFLICT OF INTEREST

- (i) The Young Professionals shall be expected to follow the extant rules/regulations and instructions of the Government of India as issued from time to time. He/ She will be expected to display utmost honest and sincerity while discharging his/her duties. In case the services of the Young Professionals are not found satisfactory or found in conflict with the interests of the Government, his/her services will be liable for discontinuation without assigning any reason.
- (ii) The Young professional would be subject to the provisions of the Indian Official Secrets Act, 1923 and will not divulge any information gathered by him either during the period of his engagement or at any point of time thereafter, to anyone who is not authorized to know the same. The Young

Professional shall be subject to the Laws of Secrecy of the country and will sign a Declaration of Secrecy and Non-Disclosure Agreement in a format (Annexure III) provided by Ministry before reporting.

- (iii) The provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act 2013 shall apply.
- (iv) In case of YPs who have been hired for a specific period and have handled cases of certain companies, such YPs should not be allowed to work on the same case for a period of two years after leaving the organisation, either independently or when employed with a Law/Audit firm or a company or any other agency/organisation, to avoid conflict of interest.
- (v) A monthly log shall be maintained by the supervising officer indicating the name of Companies being handled by the said YP during their engagement with MCA.

CAPACITY BUILDING

Young Professionals shall be provided orientation training by the officer where they are appointed. Training guidelines /module shall be prepared by ICLS Academy for 1-2 weeks for acquiring Job related skills.

TAX DEDUCTION AT SOURCE

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the Department will issue TDS Certificate.

TERMINATION OF ENGAGEMENT:-

The Ministry may by giving 30 days' notice terminate the engagement of Young Professional to which guidelines apply if:

- Young Professional is unable to address the assigned works.
- Quality of the assigned works is not to satisfaction of the Ministry.
- The Young Professionals fails in timely achievements of the milestones as finally decided by the Ministry.
- The Young Professionals is found lacking in honesty and integrity.
- Conflict of Interest.

Young Professionals can also seek for termination of the engagement upon giving 30 days' notice to the Ministry.

COMPREHENSIVE JOB CHART

Assist work related to preparation of Investigation, Inspection and Inquiry report ordered by the Ministry of the Companies Act, 2013

- Examining & Analyzing the inquiry report of ROC's under Section 208 of the Companies Act, 2013, assist the Officer during the scrutiny and act as per the instructions of the Officers.
- To assist in all delegated functions of O/o RDs i.e. analyzing of applications filed u/s 233, 14, 13, 16 and 140.
- To analyze and assist in scrutinizing the reports in complaints.
- To assist the appeals filed u/s 454 of the act against the impugned orders of ROCS
- To examine the petitions filed u/s 230-232 of the Act.
- Any other work assigned from time to time.

HOW TO APPLY:

Interested eligible candidates may submit their duly filled in applications in the format prescribed as under.

Applications should reach the undersigned by email (hr.dept@icsi.edu) on before 27.08.2024 from the date of issue of the Notification. Applications received after due date will not be entertained.

Mr. Sajeevan P
Joint Director (HR)
The Institute of Company Secretaries of India
Email: hr.dept@icsi.edu website : www.icsi.edu

Annexure I

Format for Application for the Post of Young Professional

Individuals who fulfil the eligibility conditions after going through the details of scope of work and terms and conditions and other details may apply in the prescribed format as given below:

1. Post for which applying:
2. Name:
3. Date of Birth:
4. Address for correspondence:
5. Contact **No.:**
 - a. Landline:
 - b. Mobile:
6. Email:
- 7 Academic Qualification* (In reverse order)

S.No.	Degree	Year of Passing	Subjects	University /Institute	Class/Division/ Marks Obtained	Distinction (if any)

* Attach Separate copy if required.

8.Details of Experience after Professional qualification*:

S.N o.	Name Employer	of Designation	Responsibilities Assigned	From (date)	To (date)	Total No. of work experi ence

*Attach Separate copy if required.

9. Relevant experience:

- a. Total years of experience and name of organizations
- b. Year-wise tasks of similar nature carried out during the last three years
- c. Relevant experience of working under Companies Act, 2013.

*Attach Separate copy if required.