



No. NCRTC/HR/Rectt./24/2018

Dated: 15.06.2018

VACANCY NOTICE
(No.24/2018)

RECRUITMENT OF COMPANY SECRETARY ON
IMMEDIATE ABSORPTION BASIS

National Capital Region Transport Corporation (NCRTC) – a Joint Sector Company of Govt. of India and States of Delhi, Haryana, Rajasthan and U.P, under the administrative control of Ministry of Urban Development, is mandated for implementing the Regional Rapid Transit System (RRTS) in National Capital Region (NCR), ensuring a balanced and sustainable urban development through better connectivity and access. The RRTS will be a new, dedicated, high speed, high capacity, comfortable commuter service connecting regional nodes in NCR. It will provide reliable, high frequency, point to point safe regional travel at high speed for relatively longer distance with fewer stops.

The technology chosen would allow covering distances of 100 km. in an hour with scheduled stoppages. NCRTC would also strive for the convenience of quality last mile connectivity, addressing the needs of all categories of travelers on the network. The corridors being developed under RRTS Phase-1 are **Delhi - Meerut**, **Delhi - Panipat** and **Delhi - Alwar**. Once operational, RRTS will be the fastest, the most comfortable and the safest mode of travel in the NCR.

NCRTC invites applications from company secretaries working in Central/ State Govt. departments/ CPSEs/ Metro Rail Organisations, for one regular post of Company Secretary. The detail of position, eligibility criteria and required experience are given below:-

S. N.	Post, Pay-scale	No. of Posts/ Cat.	Pay-Scale (IDA)	Max. Age limit*	Qualification and Eligibility Criteria	Experience*
1.	Company Secretary (E5, Sr.DGM level) or Company Secretary (E4, DGM level)	01 (one) UR	Rs.80000-220000(IDA) Rs.70000-200000(IDA)	50 Yrs.	Qualification- Graduate in any discipline and Fellow/ Associate Member of Institute of Company Secretaries of India (ICSI), and, LL.B. from a reputed University will be preferred. Eligibility Criteria <u>For CS (E5, Sr.DGM level)</u> -Presently working in pay scale Rs.80000-220000(IDA) or, -Has been working for last 1½ years in Pay scale Rs.70000-200000(IDA)/ Rs.78800-209200(CDA) L12. <u>For CS (E4, DGM level)</u> -Presently working in pay scale Rs.70000-200000(IDA)/ Rs.78800-209200 (CDA) L12, or, -Has been working for last 1½ years in Pay scale Rs.60000-180000(IDA)/ Rs.67700-308700 (CDA) L11.	Should have minimum 10 or 8 years' (For E5 and E4, respectively) post qualification experience in the capacity of whole time Company Secretary and should be working in Central/ State Govt. organization/ CPSEs/ Metro Rail companies and similar Govt. organisations for last 3 years. The incumbent must possess adequate domain knowledge and deep understanding of Corporate laws, Rules, Regulations and Guidelines and Corporate Governance. Must have sound knowledge of Accounting Practices and Standards, analytical reasoning and decision making ability, drafting skills, good interpersonal and communication skill with proficiency in English and be a committed team player. Working experience of Internal audit will be an added advantage.

* As on 01.07.2018.

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* As on 01.07.2018.

- Age limit can be relaxed in exceptional cases.

** All the pay scales given are as per 3rd PRC and 7th CPC. Aspirants working in pre-revised pay-scales are advised to establish equivalency of corresponding pay-scales before applying for the position.

JOB RESPONSIBILITIES: -

The Selected candidate would be overall responsible for Secretarial and statutory compliance related matters as per Company Act and other relevant Acts, notifications etc. and would mainly be required to arrange the Board/ General Meeting / Statutory Committee Meeting, prepare Agenda and Minutes of the Board & General Meeting and various Statutory Committee meeting of the Directors. He will be responsible to maintain Secretarial record and Statutory Books including Register of Members/ Directors, filling of returns etc., to monitor changes in relevant legislation and regulatory environment and to take appropriate action, to make necessary correspondence with stakeholders and concerned ministry and other departments, to assist in finalization of Annual Report and to print and publication, general administration and any additional responsibility given by the Company.

PHYSICAL & MEDICAL FITNESS:

The applicant should not only be suitable in related field, but also should be physically and medically fit enough. In case of selection, candidates will have to undergo a medical examination as per the Company policy.

SELECTION PROCESS:

- (a) After scrutiny of the applications, candidates will be shortlisted on the basis of eligibility criteria i.e. qualification, experience etc. and will be called for interview.
- (b) NCRTC reserves the right to conduct a written examination in case the number of application received from eligible candidates is high. The detail of written examination, if any, shall be communicated to the candidates in advance and candidates have to make their own arrangements for travel and stay.
- (c) Management may relax any of the conditions, in accordance to the response to meet the requirement.

SURETY BOND:

The candidates selected for immediate absorption shall have to execute a Surety Bond of Rs.1,50,000 plus GST and cost of training, if any, to serve the Corporation for a minimum period of one year. A three months' prior notice, will be required before seeking resignation from the Corporation.

COMPENSATION PACKAGE & POSTING:

The Company offers attractive pay, perks and allowances attached to the post/ grade as per IDA pattern scale of pay and company policy. The job is transferable and the selected candidates can be posted/ transferred to any of the work site of NCRTC during the course of their service.

HOW TO APPLY:

Eligible and interested candidates may apply as per the application format at 'Annexure-I', attached. All relevant documents should be enclosed with the application.

GENERAL INSTRUCTIONS:

1. Complete filled-up application should reach this office latest by 30.06.2018. Envelope containing the duly filled-up application should be super-scribed as-
**"APPLICATION FOR THE POST OF COMPANY SECRETARY -
ON IMMEDIATE ABSORPTION BASIS"**

and should be addressed to:-



**Career Cell, HR Department,
National Capital Region Transport Corporation,
7/6 Siri Fort Institutional Area, August Kranti Marg,
New Delhi-110049.**

Incomplete and applications received after due date shall not be accepted. NCRTC will not be responsible for non-receipt/ late receipt of the application/ any communication due to postal delay or any other reason.

2. The application should be supported with the following documents, duly self-attested:-
 - (i) Educational Certificates
 - (ii) Work experience Certificate issued by last employer and Letter of appointment with latest salary slip issued by current employer.
 - (iii) Copies of the APARs
 - (iv) Office order showing initial grade, joining the organization.
 - (v) Office order showing promotion to present grade.
 - (vi) Experience Certificate/ Office Order/Duty allocation order etc.
3. Shortlisted candidates will be informed either through email or whatsapp or SMS or mobile/ phone or by speed post and they will have to appear for interview on the scheduled date and time with all original documents/ testimonials.
4. **Canvassing in any form shall disqualify the candidate.**





NATIONAL CAPITAL REGION TRANSPORT CORPORATION LTD.
(A joint venture of Govt. of India and participating State Govts.)

APPLICATION FOR THE POST OF-
ON IMMEDIATE ABSORPTION BASIS

A. PERSONAL DETAILS:-

Affix your latest
passport size
photograph, duly
self-attested
across

1.	Applicant's Name	
2.	Father's/ Husband's Name	
3.	Date of Birth DD/MM/YYYY	
	Age as on 01.07.2018Y.....M.....D
4.	Gender	
5.	Category (UR/SC/ST/OBC/PWD)	
6.	Organisation/ Department	
7.	Present Designation	
8.	Present Pay-Scale and Basic pay	
	Holding present pay-scale w.e.f.	
	Period of holding the present grade Years Months days
9.	Correspondence Address	
10.	Contact No. (with STD code)	Phone.....
		Mobile.....
11.	E-mail ID	
12.	Aadhaar No.	

B. EDUCATION DETAILS

S.N.	Qualification	Name of Board/ Institute/ University	Year of passing	Division/ Grade/ Percentage

Handwritten signature

C. EXPERIENCE DETAILS:

S.N.	Period		Designation & Pay-scale	Organisation	Responsibilities in brief
	From	To			

(Attach separate sheet, if required)

- Experience in Govt. Deptt. /PSUs - Years. Months..... Days.

- Total Experience as Company Secretary- Years.....Months..... Days.

D. OTHER DETAILS

1.	Whether any punishment awarded in last 10 years.	Yes/ No	
	If Yes, please furnish details		
2.	Whether any disciplinary action/ inquiry is contemplated against the applicant	Yes/ No	
	If Yes, please furnish detail		
3.	Furnish Annual Performance Appraisal Report (APAR) grading (Outstanding/ Very Good/ Good/ Average/ Below average)	2014-15	
		2015-16	
		2016-17	
		2017-18	
4.	Time required for joining, if selected		

E. SUPPORTING DOCUMENTS ENCLOSED:-

S.N.	Supporting document	Attached (Yes/No)	Remarks (If any)
1.	Age proof (Matriculation Certificate/ Mark-sheet)		
2.	Qualification Certificate & mark-sheet		
3.	Experience Certificate		
4.	Latest salary slip		
5.	Copies of APARs of last 4 years		



F. CONFIRMATION: I do hereby confirm that I am fulfilling the following criteria:-

S. N.	Criteria	Fulfilling (Yes/No)	Remarks(If any)
1.	Age as on 01.07.2018		
2.	Qualification		
3.	Presently working with Govt. org./ CPSEs/Metro Company		
4.	Working in the required grade/ Pay-scale		
5.	Experience is adequate (in total number of years)		
6.	Experience is in the required field (as asked)		
7.	Seeking any relaxation		

I hereby declare that the particulars furnished above by me are true. I understand that my candidature will be cancelled, if any information is found incorrect or false at any point of time.

Date:

(Signature of the candidate)

Place:

Name.....

Desig.....

