

## **Advertisement No.01/2020/NINL, Date 23-09-2020**

Neelachal Ispat Nigam Limited (NINL) invites application from experienced professionals for appointment to the following position on **contractual basis**:

1. **Position(Grade)** : **Consultant Company Secretary (E4/E5)**
2. **Qualification** : Bachelors Degree from a recognized university and having **Associate Membership of the Institute of Company Secretary of India**. Preference will be given to the candidate having additional qualification like **ACA/ ICWAI/ LLB/ MBA**.
3. **No.of Posts** : **1** (One)
4. **Max. age** : **60 Years** (Retired employees may also apply). In case of suitable and deserving cases, maximum age may be relaxed at the discretion of the Management.
5. **Experience** : The candidate must have post-qualification experience of **Minimum 10/13 years** with extensive domain knowledge in company affair matters & the candidate should be well versed with :
  - The provisions of the Companies Act, 2013 and ensure compliance with the provisions thereof in day to day operation, maintaining secretarial database, records/ documents.
  - Matters related to stock exchange, listing requirements of shares,bonds.
  - Disinvestment process and allied formalities.
  - Knowledge of drafting agreements, memorandums for Board, committees/ sub-committees meetings.
  - Dealing with bond holders, shareholders, bankers and other outside statutory authorities regularly.
  - Up-to-date knowledge of relevant laws/ rules/ regulations, guidelines of various statutory compliance requirements, management of public limited listed company.
  - E-filing of various forms with MCA.
  - Adequate knowledge of working in computerized system.
6. **Monthly remunerations** : All inclusive monthly consolidated remuneration of **Rs.50,000/-** and **Rs.60,000/-** for **E4 and E5** grade respectively.
7. **Duration of Engagement** : **Six months** which can be increased or decreased based on requirements.
8. **Place of Posting** : **Bhubaneswar**

## **General Instructions:**

- i) The applicant should ensure that he/ she fulfills the eligibility and other norms mentioned above and that the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/ or that he/ she has furnished any incorrect/ false information and/ or has suppressed any material fact(s), his/ her candidature will automatically stand cancelled. If any of the above shortcoming(s) is/ are detected even after appointment, his/ her services are liable to be terminated without any notice.
- ii) Mere submission of application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/ her right to be called for the interview. Management reserves the right to adopt stringent scrutiny measure to restrict required No. of candidates for interview. NINL shall not make any communication pertaining to rejection of candidature.
- iii) Required qualification at Point No.2 must be from the Universities / Institutes recognized by the UGC/AICTE or appropriate statutory/ regulatory bodies, wherever applicable. Preference may be given to candidates having higher relevant educational qualification.
- iv) All computations of age / minimum experience requirement shall be done w.r.t. the last date of receipt of applications. The date of declaration of result / issuance of marks sheet shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on this account. Post qualification experience, on a post / level, wherever applicable, shall be counted only from the said date onwards.
- v) In case of suitable and deserving cases, any of the requirements and conditions of eligibility mentioned above, may be relaxed at the discretion of the Management.
- vi) NINL reserves the right to reject any application or cancel the candidature or fill up all the posts or some of the posts or increase/decrease the no. of post depending on requirement or even cancel the whole process of recruitment without assigning any reason thereof and no enquiry or correspondence will be entertained in this matter.
- vii) Applications not conforming to prescribed format, incomplete, illegible, and unsigned or without date of birth or photograph, or received after closing date will be summarily rejected.
- viii) While NINL will exercise due care to avoid errors in all stages of the recruitment process, it shall not take any liability for any error as may inadvertently occur in the process.
- ix) All relevant information regarding this recruitment would be made available in the career section of NINL website ([www.ninl.in](http://www.ninl.in)) and / or through e-mail to all concerned candidates only. Applicants are advised to check the website / e-mails periodically for important updates.
- x) Selection/joining of the candidates will be subject to medical fitness as per the rules of the company.
- xi) The original certificates shall be required to be presented by the shortlisted candidates at the time of interview.
  - i. Matriculation Certificate as proof of Birth.
  - ii. Mark sheet/ Certificate in support of all educational qualifications.
  - iii. All certificates in support of experience.

- xii) Any canvassing directly or indirectly by the applicant will disqualify his/ her candidature. Court jurisdiction for any dispute will be at Bhubaneswar.

**Submission of Applications:**

- i) Interested candidates meeting the above criteria may email their applications in prescribed format to [ninl.hrm@gmail.com](mailto:ninl.hrm@gmail.com) and also send the same by speed post / courier to:

**General Manager (HR/IR)**  
**Neelachal Ispat Nigam Limited**  
**IPICOL House, Annexe Building, Janpath**  
**Bhubaneswar-751022 (Odisha)**

- ii) Duly filled application in prescribed format with one recent passport size colour photograph affixed at the designated place along with self attested copies of certificates in support of their age, qualification & experience etc must reach the above address latest by **30th September, 2020.**
- iii) The envelope containing the application form and allied documents must be superscripted the **ADVT. No. & POST NAME** in bold letters on the envelope.
- iv) Applicants should give clear and complete postal **address for correspondence** as well as **e-mail id**. NINL will not be responsible for any postal delay/ wrong delivery/ non-delivery of any communication at any stage of the recruitment process.
- v) Last date of receipt of applications is **30th September, 2020.** No application shall be entertained under any circumstances after the stipulated date. NINL will not be responsible for any delay in receipt or loss of application or communication in postal transit.

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