

Advertisement No.06/2017/NINL, Date 13-12-2017

Neelachal Ispat Nigam Limited (NINL) invites applications from experienced professionals for the following position.

Position	Qualification	No. of posts	Max. Age (in yrs)	Experience
(1)	(2)	(3)	(4)	(5)
Asst. Company Secretary (E4/E5)	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.	01 (UR)	39 / 42 Years.	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 : <ul style="list-style-type: none">- The provisions of the Companies Act, 2013 and ensure compliance with the provisions thereof in day to day operation, maintaining secretarial database, records/ documents.- Listing requirements of shares, bonds, stock exchange matters.- 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.

Pay Scales, Allowances & Other Benefits:

Scale of Pay: Asst. Company Secretary (E4) - ₹ 36600-3%-62000/-
Asst. Company Secretary (E5) - ₹ 43200-3%-66000/-

In addition to Basic Pay & IDA, candidates selected are also entitled for Perks & Allowances, Company accommodation or HRA (as applicable), Provident Fund, Gratuity and free indoor medical treatment etc. All the benefits and allowances are as admissible to executives of corresponding grade and as per applicable rules of the Company.

Relaxation in Age:

Maximum age limit is relaxable by 5 years for SC/ST candidates and 3 years for OBC candidates. Maximum age limit is relaxable by 10 years (15 years for SC/ST and 13 years for OBC) for physically disabled candidates. For claiming the benefits of SC/ST/OBC category, candidates are required to submit a recent Caste Certificate from the appropriate authority as per proforma prescribed by Govt. of India. In respect of OBC candidates the certificate would among others specifically mention that the candidate does not belong to creamy layer as mentioned in column iii of schedule to the Department of Personnel & Training in the Govt. of India O.M. No.36012/22/93-Estt(SCT), dated 08.09.1993. For claiming the benefit of physical disability, candidates are required to refer to Office Memo NO. 336035/3/2004-Estt(Res) dated 29-12-2005 Deptt. Of Personnel & Training, Govt. of India.

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.
- iii) Only Indian Nationals are eligible to apply.
- iv) Required qualification at Column (2) must be full-time regular from the Universities / Institutes. All other additional qualifications should be from the Universities / Institutes, recognized by the UGC/AICTE or appropriate statutory/ regulatory bodies, wherever applicable.
- v) 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 executive experience, on a post / level, wherever applicable, shall be counted only from the said date onwards.
- vi) In case of suitable and deserving cases, any of the requirements like age or any conditions of eligibility mentioned above, may be relaxed at the discretion of the Management.
- vii) NINL reserves the right to reject any application or cancel the candidature or fill up all the posts or some of the posts or even cancel the whole process of recruitment without assigning any reason thereof and no enquiry or correspondence will be entertained in this matter.
- viii) Candidates serving in Central or State Government/Central or State Public Sector Undertaking/Public Sector Enterprise, may send their application through proper channel or produce "No Objection Certificate" from their employer at the time of Interview.
- ix) 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.

- x) While NINL will exercise due care to avoid errors in the conduct in all stages of the recruitment process, it shall not take any liability for any error as may inadvertently occur in the process.
- xi) All information regarding this recruitment process would be made available in the career section of NINL website (www.ninl.in) only. Applicants are advised to check the website periodically for important updates.
- xii) Selection/joining of the candidates will be subject to medical fitness as per the rules of the company.
- xiii) Only the outstation candidates called for interview shall be reimbursed to and fro 3rd AC train fare by the shortest route. Reimbursement of traveling expenses shall be subject to production of original train tickets for attending the interview and photocopy of train tickets for return journey.
- xiv) The original certificates shall be required to be presented by the shortlisted candidates at the time of interview.
 - i. Matriculation/ Secondary Certificate as proof of Birth.
 - ii. Mark sheet/ Certificate in support of all educational qualifications.
 - iii. All certificates in support of experience and caste.
- xv) Any canvassing directly or indirectly by the applicant will disqualify his/ her candidature.
- xvi) Court jurisdiction for any dispute will be at Bhubaneswar.

Submission of Applications:

- i) Interested candidates meeting the above criteria may send their applications in prescribed format to:

General Manager (HR/IR & Project)
Neelachal Ispat Nigam Limited
IPICOL House, Annexe Building, Janpath
Bhubaneswar-751022 (Odisha)
- ii) Duly filled application in prescribed format with one recent passport size coloured photograph affixed at the designated place along with self attested copies of certificates in support of their age, qualification, experience and caste etc must reach the above address latest by **10th January, 2018.**
- iii) Applications must accompany application fee in the form of a bank draft for **Rs.500/-** drawn in favour of **Neelachal Ispat Nigam Limited** payable at **Bhubaneswar**. Submission of bank draft not applicable to SC/ST/PD candidates. Fee paid shall not be refunded on any account nor be held in reserve for any future selection in NINL.
- iv) Applicants should give clear and complete postal address for correspondence. 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 **10th January, 2018.** 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. Incomplete applications are liable to be rejected.
- vi) The envelope containing the application form must be superscripted the **ADVT. No. & POST NAME** in bold letters on the envelope.