

**NATIONAL CAPITAL REGION TRANSPORT CORPORATION
(A JOINT VENTURE COMPANY)**

**INVITES
APPLICATIONS FOR THE POST OF
COMPANY SECRETARY**

Applications are invited from qualified and experienced Company Secretary at its Corporate Office in New Delhi in the grade of Assistant Manager (E-2 Grade - Rs.20,600-46,500) or Manager (E-3 Grade- Rs.24,900-50,500) with usual allowances. The details of the post and the qualifications/experience needed are enclosed.

Interested and eligible candidates are required to send their resume in the prescribed Proforma (Applications not in the prescribed proforma will not be entertained) along with relevant documents in support of educational qualifications, experience, caste (if applicable), last month salary statement etc. and send the same to ***Career Cell, HR Department, National Capital Region Transport Corporation, 7/6, AMDA Building, Siri Fort Institutional Area, August Kranti Marg, New Delhi – 110049 on or before 05.12.2016. The envelope containing the application should be superscribed as "APPLICATION FOR THE POST OF COMPANY SECRETARY".***

NATIONAL CAPITAL REGION TRANSPORT CORPORATION LTD.

Application for the post of COMPANY SECRETARY.

1. Name :
2. Father's/Husband's Name :
3. Date of Birth :
4. Age as on 01.12.2016 :
5. Sex :
6. Domicile :
7. Caste : (GEN/ OBC/ PH/ SC/ ST/ Ex-S/man)
8. Permanent Address :
9. Address for Communication :
10. Contact No. :
11. Email ID :
12. Educational Qualifications :

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Name of Exam	Name of Board/University	Year of Passing	%of Marks Scored	Medium of Instruction
Class X				
Class XII				
Graduation				
Other				

13. Professional Qualifications :

Name of Exam	Name of Board/University	Year of Passing	% of Marks Scored
CS (Essential)			
LLB (Preferable)			
CA (Preferable)			
MBA (Preferable)			
OTHERS (Please specify)			

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14.Experience
(starting from earliest)

Name of Organization & Address	Post Held	Grade	Monthly Salary (in Rs.)	From/To	Details of duties performed (in brief)

Name of Immediate Superior Officer	Contact Nos.(Landline/Mobile)	Years worked under him/her

I hereby declare that the above information is correct.

Signature of the Candidate

PLACE:

DATE:

**DETAILED TERMS AND CONDITIONS FOR APPOINTMENT OF
COMPANY SECRETARY IN NCRTC IN E-3 GRADE (OR E-2
GRADE) IDA SCALES OF PAY**

1.	EDUCATIONAL QUALIFICATION	<p><u>Essential:</u> 1. Bachelor's Degree from a recognized University. 2. Should be an Associate Member of the Institute of Company Secretaries of India.</p> <p><u>Desirable:</u> 1. Preference for candidates having LLB or CA or MBA 2. Well conversant in latest Computer/IT skills and its applications.</p>
2.	EXPERIENCE	<p><u>(A) For candidates from CPSUs/other autonomous bodies of Government of India/State PSEs.</u> 1. Those applying for Manager's Grade -E-3 (Rs.24,900-50,500) should have a minimum of 4 years experience in the relevant field out of which at least 2 years in the Grade of Assistant Manager E-2 (Rs.20,600 – 46,500) or above.</p> <p>2. Those applying for Assistant Managers' Grade E-2 (Rs.20,600-46,500) should have at least 2 years of experience in the Senior Executive Grade-E1 (Rs.16,400 - 40,500) or above.</p> <p><u>(B) For Others</u> 1. Those applying for Manager (E3 grade), the candidate should have at least 6 years experience in the relevant field with an annual pay package of Rs. 10 lakh in a reputed Public Limited Company having annual turnover in excess of Rs.500 Cr. in each of the preceding three years.</p> <p>2. Those applying for Assistant Manager (E2 grade), the candidate should have at least 4 years experience in the relevant field with an annual pay package of Rs.7 lakh in a reputed Public Limited Company having annual turnover in excess of Rs.500 Cr. in each of the preceding three years.</p>
3.	AGE LIMIT	<p>Not more than 35 years of age as on closing date. Relaxation in upper age limit admissible for following categories:</p> <ul style="list-style-type: none"> • Scheduled Caste/Scheduled Tribe candidate by 5 years. • Other Backward Classes by 3 years.

		<ul style="list-style-type: none"> • Person with disability upto 10 years. • Ex-Servicemen - as per Govt. of India directives.
4.	JOB PROFILE	<p>a) Company Secretary will be required to assist the top management of the Company. He/She will be responsible for ensuring compliance with the relevant provisions of the Company Law and its deadlines as well as compliance of Government of India guidelines/orders.</p> <p>b) Keep abreast of changes in Company Law requirements.</p> <p>c) Holding of Meetings of Board of Directors, Audit Committee, Board Committees, Annual General Body, etc.</p> <p>d) Keeping updated records and books as required.</p> <p>e) Coordinate with all stakeholders.</p> <p>f) Besides, he/she will also deal with the Registrar of Companies, Company Law Board, D/o Public Enterprises, all nodal ministries including Urban Development, Railways, etc. in the discharge of his/her functions. He/She will also be responsible for printing of Annual Accounts and the Director's report and ensure all secretarial compliances as mandated in the SS-I & SS-II published by ICSI, including e-filing of documents regarding compliances.</p>
5.	METHOD OF FILLING UP THE VACANCY	<p>Issue advertisements in leading National dailies (Two each in Hindi and English - all editions, and Employment News). In addition, to post the details on the NCRPB website indicating the link in the press advertisement (since NCRTC website is not yet ready). In addition, we may also inform Institute of Company Secretaries of India.</p>
6.	SELECTION	<p>a) Mere fulfilling the terms and conditions requirement/qualification will not vest any right on the candidates to be called for Interview.</p> <p>b) NCRTC reserves the right to call only the requisite number of candidates for interview after screening/short-listing with reference to the candidate's qualification, suitability, etc.</p> <p>c) Applications incomplete in any respect shall be liable for rejection.</p> <p>d) NCRTC reserves the right to reject any candidate without assigning any reason.</p> <p>e) NCRTC will not be responsible for non-receipt/late receipt of any communication due to postal delay or any other reason.</p>

		<p>f) Employees working in Central/State PSEs, Autonomous Bodies should forward their application through proper channel or produce NOC from the present employer at the time of interview.</p> <p>g) NCRTC reserves the right to conduct a written examination in case the number of application received from eligible candidates is high. The details of written examination, if any, shall be communicated to the candidates in advance and candidates have to make their own arrangements. Interviews of shortlisted candidates will be held at New Delhi only. Candidates will have to make their own arrangements for travel and stay.</p> <p>h) In case of suitable deserving cases, any of the requirements including grade and conditions of eligibility mentioned above, may be relaxed at the discretion of the management of NCRTC.</p> <p>i) The decision of NCRTC Management regarding grant of grade/pay to selected candidates would be final.</p>
7.	SERVICE CONDITIONS	<p>a) Selected candidate will be initially engaged on contract for a period of two years during which he/she will be placed in either E3 or E2 Grade with the perks/allowances per the company policy.</p> <p>b) On successful completion of the contract as Company Secretary, he/she may be considered for regularization after due process of selection to be decided by the Company.</p>
8.	RESIDENTIAL ACCOMMODATION	As the NCRTC has not developed a residential complex of its own presently for its employees, the selected candidate may be made eligible for Leased Accommodation as per his/her entitlement or as provided for in the Rules of the Company.
9.	CONDUCT, DISCIPLINE & APPEAL RULES	The conduct, discipline & appeal rules of the Corporation in force for all category of employees, would also be equally applicable to the post of Company Secretary.