



requires

Company Secretary Professionals

[Rectt. Advt. No.:07/2014](#)

Rashtriya Ispat Nigam Limited, Visakhapatnam Steel Plant, a Navratna Company under the Ministry of Steel, Government of India, invites qualified, experienced and competent professionals for the following posts in Company Affairs Department:

Post Code	Post	Scale of Pay and Grade	Vacancies	Post Qualification Experience	Upper Age Limit (as on August 1, 2014)
01	General Manager (Company Affairs)	₹ 51,300–3%-73,000/- (E-8)	01 (UR-1)	25 years	UR : 55 yrs
02	Management Trainee (Company Affairs)	₹ 20,600-3%-46,500/- (E-1)	01 (OBC-1)	NIL	OBC : 30 yrs

A. Allowances and Benefits

The selected candidates will be placed at the minimum of the pay scale and will be on probation for a period of one year. In addition to Basic Pay, they would be entitled to Industrial Dearness Allowance, Perks and allowances under Cafeteria Approach @ 46% of the basic pay (after adjusting the recurring expenditure on maintaining and running infrastructure facilities), Performance Related Pay, Free Medical Treatment for Self, Family and Dependant parents, Insurance Cover, Housing in the Company Township or HRA, Leave and encashment of Earned Leave, Contributory Provident Fund, Group Insurance, Gratuity, etc. The approximate CTC will be as under:

E-8: ₹ 23.92 lakhs

E-1: ₹ 7.38 lakhs

B. Required Educational Qualifications:

For Post Codes 01 & 02

- Full-time regular Bachelor's Degree from a recognized Indian University with minimum 60% marks in aggregate and having Associate Membership of the Institute of Company Secretaries of India, New Delhi.
- Preference will be given to the candidates having additional qualifications of ACA / AICWA or both.
- Fellowship of ICSI will be preferred for Post Code 01.

C. Required Post Qualification Experience in the area of:

For Post Code 01 only

- a) Company Law matters;
- b) Listing requirements and Stock Exchange matters;
- c) Knowledge of Patents and Trade Marks; Corporate Governance matters;
- d) Knowledge of Drafting of Notices, documentation, conducting Meeting of Board, Audit Committee, Sub-Committees of the Board etc.,
- e) Should possess upto date knowledge of relevant Laws, Rules, Regulations and Guidelines relating to Management of Government / Public Sector Company / Public Limited Listed Company and various statutory compliance requirements.
- f) SEBI / Stock Exchange Regulations / Listing requirements / Shares related matters including issue transfers.

➤ For candidates from PSUs / Government Sector:

Post qualification experience should be in Executive cadre in Company Secretary's office in the Company for a period of 25 years of which a minimum of 5 years experience in the E-7 grade of Schedule 'A' Public Sector Enterprises.

➤ For candidates from Private Sector:

Post qualification experience should be in Executive Cadre in Company Secretary's office in the Company. Latest experience should be in a large Commercial / Public Limited Company with an Average Turnover of not less than `3000 Crores in the immediate 2(Two) preceding financial years. They should enclose the Profit and Loss Account of the Company for the last three years for proof of Turnover. Should be drawing total monthly emoluments of not less than `1,15,000/- Candidates shall enclose their latest true copy of Form 16 under IT Act along with their application as proof of emoluments.

D. Selection Methodology

Selection will be through written test and/or interview to be held at Visakhapatnam.

E. APPLICATION FEES :

- ` 300/- (Rupees Three Hundred only)
- Application Fees must be deposited in "RINL-RECRUITMENT Account No.30589461220" at any of the core banking branches of **State Bank of India** in the prescribed **Challan**. No other form of payment is accepted.
- Format for **Challan** is available in the website www.vizagsteel.com on the link [Careers](#).
- Candidates have to pay maximum bank commission @ `25/- per Challan for depositing fees at other than SBI, Steel Plant Branch, Visakhapatnam, Branch Code 6318.
- Candidates must fill-up the SBI Branch name, Branch Code, candidate's name and date of birth carefully in the Challan and sign at the place Deposited by: _____.
- **Last date for deposit of application fees is 27th August 2014.**
- Candidates should mention in the appropriate column in the application form the details of SBI branch, Branch code, City, date of deposit and the Journal Number.
- Candidates should submit original counterfoil of the Challan (VSP copy) along with their Application Form.
- Application Fees once deposited into RINL's account will not be refunded under any circumstances, even if the candidate is rejected on scrutiny or application not received in time due to postal delay / loss.
- The candidate should retain his / her copy of the counterfoil of the Challan for further reference.

F. How to Apply

Interested eligible candidates should apply giving full particulars as indicated in the prescribed format available on the website www.vizagsteel.com on the link [Careers](#).

Application in the prescribed format filled-up in BLOCK CAPITAL LETTERS in **ENGLISH**, duly signed and along with photograph (self attested) affixed on it should be sent by **Speed Post / Registered Post** in a sealed cover by super scribing the envelope "APPLICATION FOR THE POST OF _____" to "**Asst. General Manager(Personnel)-Recruitment, Room No. 232, Main Administration Building, Visakhapatnam Steel Plant, Visakhapatnam – 530 031** so as to reach on or before **27th August 2014**.

Candidates must enclose along with their applications self attested copies of certificates/ testimonials relating to:

- i) Age (SSC/Matric certificate)
- ii) Category Certificate {for OBC(Non-Creamy Layer) candidates}
- iii) Educational qualifications
- iv) Experience certificate
- v) Proof of Pay (in case of PSUs/Govt.Sector) / Latest Form 16 (in case of Private Sector)

G. GENERAL TERMS AND CONDITIONS:

1. Only Indian Nationals are eligible to apply.
2. Wherever CGPA/OGPA/DGPA or letter grade in a degree is awarded, its equivalent percentage of marks must be indicated in the application as per norms adopted by the University/Institute.
3. Candidates belonging to OBC category but coming in Creamy Layer will not be entitled to the benefit of reservation and should apply as general category candidate.
4. Candidates must attach with the application, challan (VSP copy), documentary evidence in support of age, educational qualifications, experience, caste certificate (in case of OBC). All certificates / testimonials should be in English or Hindi.
5. Depending on the requirement, the Company reserves the right to cancel/restrict the recruitment process or increase / curtail the number of vacancies without any further notice and without assigning any reason thereof.
6. Incomplete / illegible / unsigned / multiple applications / applications not in the prescribed format or without photograph / without copies of certificates in support of age, qualification, category, experience and pay / or those received after last date will be rejected.
7. The candidates are advised to ensure while applying that they fulfill the eligibility criteria and other requirements mentioned in this advertisement and that the particulars furnished by them are correct in all respects. In case it is detected at any stage of recruitment process that the candidate does not fulfill the eligibility criteria and/or does not comply with other requirements of this advertisement and/or he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature is liable to be rejected. If any of the above shortcoming(s) is/are detected, even after appointment, his/her services are liable to be terminated without any notice.
8. All qualifications should be from a recognised Board/University/Institution in India.
9. To & fro rail fare (3rd AC) by the shortest route will be reimbursed for attending Interview on production of proof of journey.
10. The final selection is subject to the candidates being found medically fit as per Company's Medical Rules.
11. Candidates working in Govt. / Semi-Govt. / Public Undertakings will have to produce "No Objection Certificate" from the present employer at the time of interview.
12. RINL shall not be responsible for any postal delay / loss in transit at any stage of the recruitment process. No request in this regard will be entertained.
13. Canvassing in any form shall disqualify the candidature.
14. Any candidate submitting false declaration/certificate or indulging in malpractices during selection process will be disqualified and also debarred from future recruitments.
15. In case of any dispute, the case shall be settled in the Courts of Visakhapatnam jurisdiction only.
16. Our contact details are **Telephone No. 0891-2740405** and email id: recruitment@vizagsteel.com.
17. Complaints, if any, regarding the above recruitment may be lodged on Vigilance Toll Free No.1800-425-8878 and/or on our website www.vizagsteel.com under the link "Contact Us" – Vigilance.

= AGM(Pers)/c-Recruitment
Date: 5th August 2014