



RASHTRIYA ISPAT NIGAM LIMITED
VISAKHAPATNAM
Advisor Advt. No. 01/2018

Engagement of Advisor in Company Affairs Department

RINL invites applications from the Superannuated Employees of RINL, Other PSUs / Government / Semi-Government organizations or Private organization of repute for engagement as Advisor in Company Affairs Department on tenure/contract basis:

A. Vacancy:

Last Position and Grade held before Superannuation in PSUs/ Govt/ Semi-Govt. / Private Organization	Designation on hiring	Vacancy	Remuneration per month (`)	
General Manager/E-8 Grade ➤ Pay Scale: ` 51,300 – 3% – 73,000/-* ➤ Last drawn Monthly pay for executives from Private Org: ` 1,80,000/-	Advisor	01	Consolidated Fee	60000/-
			Towards Conveyance	10,000/-
Towards Accommodation			10,000/-	
Dy. General Manager/E-7 Grade ➤ Pay Scale: ` 51,300 – 3% – 73,000/-* ➤ Last drawn Monthly pay for executives from Private Org: ` 1,60,000/-			Consolidated Fee	45,000/-
			Towards Conveyance	8,500/-
			Towards Accommodation	10,000/-

* Pre-revised

The hiring will be on full time basis. In case, attendance is less than 20 days in a particular month, per diem amount calculated on the basis of the “Consolidated Fee” for 20 days, will be deducted for days not attended.

B. Eligibility Criteria and other details:

Sl. No	Criteria	Description
1	Age Criteria	Superannuated employees below the age of 65 Years as on 01-06-2018 may apply.
2	Educational Qualifications	➤ Full time regular Bachelor’s Degree from a recognized University and Associate Membership of the Institute of Company Secretaries of India, New Delhi
3	Experience Criteria	➤ Experience in formation of PSU owned joint venture companies ➤ Finalisation of joint venture agreements, shareholders agreements ➤ Preparation of MoA, AoA ➤ Handling activities required for IPO of a PSU and Experience in Financial Risk Management System will be an added advantage.
4	For candidates from Private Sector	Should be from a large Commercial / Public Limited Company with an Average Turnover of not less than Rs.3000 Crores in the last 2(Two) preceding financial years before retirement from the organization. The candidate should enclose the audited Profit and Loss statement of the Company for the said two years as proof.

5	Selection Methodology	Selection shall be through shortlisting of eligible applicants followed by Personal Interview subject to Medical fitness.
6	Tenure of Engagement	The Advisor / Expert will be engaged for the minimum period of 6 months.
7	Disqualification for Hiring	i. The executives who have separated on grounds of other than superannuation viz. Premature Retirement, Voluntary Retirement, Medical termination, Resignation and Termination on disciplinary grounds etc., will not be eligible under this Policy. ii. A person against whom Vigilance case or Disciplinary or Criminal proceeding is pending, shall not be eligible for such hiring.
8	Termination of the Contract	The contract will stand automatically terminated on completion of the prescribed tenure. The hiring can be terminated even earlier, with one month's notice in writing by either side.
9	Application Fees	There is no Application / Processing fee for applying to the above post

C. Job Description:

Advisor would be required to provide handholding support to the officers of the Company Affairs department in discharging all the duties and responsibilities that are expected to be discharged by a Company Secretary broadly in the following areas:

- To ensure compliance of the provisions of Companies Law and rules made there-under and other statutes and bye-laws of the company.
- To ensure that business of the company is conducted in accordance with its objects as contained in its memorandum of association.
- To ensure that affairs of the company are managed in accordance with its objects contained in the articles of association and the provisions of the Companies Law.
- To prepare the agenda in consultation with the Chairman and the other documents for all the meetings of the board of directors.
- To arrange with and to call and hold meetings of the board and to prepare a correct record of proceedings.
- To attend the broad meetings in order to ensure that the legal requirements are fulfilled, and provide such information as are necessary.
- To prepare, in consultation with the chairman, the agenda and other documents for the general meetings.
- To arrange with the consultation of chairman the annual and extraordinary general meetings of the company and to attend such meetings in order to ensure compliance with the legal requirements and to make correct record thereof.
- To prepare, approve, sign and seal agreements leases, legal forms, and other official documents on the company's behalf, when authorised by the broad of the directors or the executive responsible.
- Filling of various documents/returns as required under the provisions of the Companies Law.
- Proper maintenance of books and registers of the company as required under the provisions of the Companies Law.
- To see whether legal requirements of the allotment, issuance and transfer of share certificates, mortgages and charges, have been complied with.
- To convene/arrange the meetings of directors, on their advise.
- To issue notice and agenda of board meetings to every director of the company.
- To carry on correspondence with the directors of the company on various matters.
- To record the minutes of the proceedings of the meetings of the directors.
- To implement the policies formulated by the directors.
- To deal with all correspondence between the company and the shareholders.
- To issues notice and agenda of the general meetings to the shareholders.
- To keep the record of the proceedings of all general meetings.

- To make arrangement for the payment of the dividend within prescribed period as provided under the provisions of the Companies Law.
- To maintain the statutory books as per company laws

D. How to Apply

- i) Interested and eligible Superannuated Executives may apply giving full particulars in the prescribed format available on the website www.vizagsteel.com on the link **Careers**.
- ii) Application in the prescribed format filled-up in BLOCK CAPITAL LETTERS in English, with duly signed and affixed photograph should be sent by Speed Post / Registered Post / Courier in a sealed cover by super scribing the envelope “ APPLICATION FOR THE POST OF _____” to **AGM(HR)-Rectt, Room No. 233, HR-Recruitment Section, First Floor, B-Block, Main Administration Building, Rashtriya Ispat Nigam Limited, Visakhapatnam Steel Plant, Visakhapatnam-530 031”** so as to reach latest by **07 July 2018 with the following enclosures:**
 - SSC/Matric certificate, as a proof of age.
 - Certificates pertaining to Educational qualifications (Provisional / original).
 - Copy of Associate Membership of the Institute of Company Secretaries of India, New Delhi
- iii) Candidates from other than RINL shall enclose the following along with the certificates mentioned above (ii):
 - Experience/ Service Certificate
 - Superannuation certificate from the employer
 - Pension and Last Pay Certificate
 - Proof of Turnover i.e., audited Profit & Loss A/c for the last 2 years (in case of working in Private Sector)

All correspondence with the candidates shall be done through e-mail / announcement on the website only. Information regarding Personal Interview call letters shall be provided through e-mail / to be downloaded from website. **For this purpose, candidates are advised to visit our website www.vizagsteel.com regularly for further instructions.** Company will not be responsible for any loss of e-mail sent, due to invalid / wrong email ID provided by the candidate or due to other reasons.

Note: Those candidates, who fulfill the eligibility criteria will only be considered for Personal Interview

E. GENERAL TERMS AND CONDITIONS:

1. Only Indian Nationals are eligible to apply.
2. Candidates must attach with the application, documentary evidence in support of age, educational qualifications, experience, proof of pay, proof of Turnover. All certificates / testimonials should be in English or Hindi.
3. Depending on the requirement, the Company reserves the right to cancel/restrict the engagement process without any further notice and without assigning any reason thereof.
4. Incomplete / illegible / unsigned / multiple applications / applications not in the prescribed format or without photograph / without copies of certificates in support of age, qualification, experience etc or those received after last date will be rejected.
5. While applying, the candidates are advised to ensure that they fulfill the eligibility criteria and other requirements mentioned in this advertisement and the particulars furnished by them are correct in all respect. At any stage of engagement process it is detected that the candidate does not fulfill the eligibility criteria and/or does not comply with other requirements as required as per 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 engagement, his/her services are liable to be terminated without any notice.
6. All qualifications should be from a recognised Board/University/Institution in India.
7. No TA/DA will be paid to the candidates for attending Personal Interview.
8. The final selection is subject to the candidates being found medically fit.
9. The decision of RINL in all matters relating to eligibility, acceptance, rejection of the application, mode

of selection, interview, verification of testimonials and selection will be final and binding on the candidates and no enquiry or correspondence will be entertained in this regard.

10. 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.
11. Canvassing in any form shall disqualify the candidature.
12. Any candidate submitting false declaration/certificate or indulging in malpractices during selection process will be disqualified and also debarred from future recruitments.
13. The contractual hiring will not confer any right on Advisor / Expert to claim the status of a regular employee of the Company or to claim for employment or assignment in RINL in any manner in future.
14. In case of any dispute, the case shall be settled in the Courts of Visakhapatnam jurisdiction only.
15. 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.
16. Our contact details are **Telephone No. 0891-2740405** and email id: recruitment@vizagsteel.com.

Dt. 18-06-2018
