



NTPC-SAIL Power Company Limited

(A Joint Venture of NTPC & SAIL)

Regd. Office: NBCC Tower, 15, 4th Floor, Bhikaji Cama Place, New Delhi – 110066

Website: www.nspcl.co.in

Advt. No.-01/2019

NTPC-SAIL POWER COMPANY LIMITED (NSPCL) is a premier joint venture company of two Maharatnas - NTPC Limited and SAIL having business units at Bhilai, Durgapur, Rourkela and its Corporate Centre at New Delhi. NSPCL has been an outperformer since its inception and has been consistently paying dividend to the promoters.

To fuel its ambitious growth plan, NSPCL is looking for experienced professional for engagement as Assistant Company Secretary (1 post - UR) on fixed term basis for a period of 06 (six) months, extendable by 03 (three) tenure of 06 (six) months each, up to a maximum of 02 (two) years. The qualifying requirement are as under:

Qualification:

Graduate from a recognized University and Qualified Member of the Institute of Company Secretaries of India.

Experience Requirement:

01 year of post-qualification experience in the relevant area in a Govt./Public Sector Undertaking or private company of repute.

Experience Profile:

Should have knowledge & experience in following areas:

- a) Holding and Managing Board Meetings, Committee Meetings and Annual General Meetings/ Extra Ordinary General Meetings.
- b) Preparing and circulating the agenda notes/ circular memorandums.
- c) Preparing the minutes of the Board/ Committee/ General Meetings.
- d) Managing statutory compliances including filling and filing of forms to be filed with MCA/ROC, Statutory Returns, Statistical Books.
- e) Preparing and maintaining statutory records and registers.
- f) Advising the company on various company law related matters.
- g) Good knowledge of listing compliances in terms of SEBI Listing Regulations, Requirements of Stock Exchange.
- h) Issues of Share and Capital and Restructuring.
- i) Acquisitions, Disposals and Mergers.
- j) Corporate Governance.
- k) Good computer knowledge is essential.

MONTHLY COMPENSATION:

Consolidated fixed monthly pay of Rs. 48,200/-. In addition, mobile & landline telephone reimbursement of Rs. 1450/- per month or actual, whichever is lower, will be paid.

Travel/ boarding during all official tours outside the place of posting will be provided/ arranged by NSPCL and an incidental of Rs.250/- per day will be paid for the actual number of days worked for NSPCL outside the place of posting.

10 days paid leave for six months.

TENURE: Fixed term basis for a period of 06 (six) months, extendable by 03 (three) tenure of 06 (six) months each, up to a maximum of 02 (two) years.

Upper Age Limit: 37 years as on the last date of receipt of application.

GENERAL CONDITIONS:

1. Only Indian Nationals are eligible to apply.
2. All qualifications should be from Universities / Institutions recognized and approved in India.
3. All computations of age/ experience requirement / qualification shall be done w.r.t. the last date of receipt of application as mentioned in the advertisement.
4. Depending on the requirement, the Company reserves the right to cancel / restrict / curtail / enlarge the number of vacancies, if need so arises, without any further notice and without assigning any reason thereof.
5. While applying for the post, the applicant should ensure that he / she fulfills the eligibility and other norms mentioned above, as on the specified dates 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 or has suppressed any material fact(s), his/her candidature will stand automatically 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.
6. The mere fact that a candidate has submitted application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her the right to be definitely called for interview/ considered further for selection process.
7. Any proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in Delhi and courts / tribunals / forums at Delhi only shall have sole and exclusive jurisdiction to try any such cause/ dispute.
8. NSPCL reserves the right to cancel/restrict/enlarge/modify/alter the recruitment process, if need so arises, without issuing any further notice or assigning any reason thereafter.

HOW TO APPLY:

Interested candidates should print the application form attached below.

Duly filled application form along with self-attested documentary proof of Education, Experience shall be sent by registered/ speed post only so as to reach the below address latest by 22/07/2019:

DGM(HR), NSPCL-Bhilai, P.O.: Bhilai (East), Distt.: Durg, Chattisgarh – 490021.

An application fee of Rs. 300/- shall also be sent along with application form through Demand Draft drawn in favour of **NTPC SAIL Power Company Limited**, payable at **New Delhi**. SC/ST/PwD/XSM category candidates need not pay the application fee.

No other means/ mode of application shall be accepted. Candidates are required to possess a valid email ID. NSPCL will not be responsible for bouncing back of any email sent to the candidates.

It is mandatory that eligible candidates go through the full text of the advertisement and agree to all the conditions given, while applying for the post.

Last date for receipt of application at NSPCL-Bhilai: 22.07.2019.



Experience Details: (Attach documentary proof)

Name & Address of the organisation	Post held	Period		Key responsibilities held	Gross salary drawn
		From	To		

Extra-curricular activities/ Hobbies:
Any Other information /relevant details you would like to furnish:

<p>I hereby certify that the particulars furnished as above are true, correct and complete in all respects. I agree and accept without reservation that at any time, if any of the particulars is found to be untrue, incorrect and/or incomplete, action as deemed fit shall be initiated against me.</p> <p>Date:</p> <p>Place:</p> <p style="text-align: right;">Signature of Applicant</p>
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