



Regd. Office: 1<sup>st</sup> Floor, August Kranti Bhawan, Bhikaji Cama Place, R.K. Puram,  
New Delhi-110066

**VACANCY NOTICE NO. RVNLCO/HR/HIRE(MISC)/2/2020**

**Opening Date: 01-09-2020 Closing Date: 30-09-2020 (Time upto 17:00 Hrs.)**

**NOTICE FOR ENGAGEMENT OF EXPERIENCED SECRETARIAL OFFICER ON CONTRACT BASIS**

Rail Vikas Nigam Limited (RVNL), is a Mini-Ratna PSU under the Ministry of Railways for fast track execution of Rail projects. RVNL is among top 500 listed Companies with an investor base of more than 1,00,000(approx.).

We are looking for a dynamic professional purely on Contract basis from open market for the following post, for which applications are invited from Indian citizens:

**1. DETAILS OF VACANCY TO BE FILLED IN:**

S.No.	Post	No. of Vacancy
1	Secretarial Officer	1

2. **ESSENTIAL QUALIFICATIONS, ELIGIBILITY CRITERIA, EXPERIENCE, LOCATION:** The applicant should satisfy eligibility criteria regarding educational/professional qualifications, length of experience, required Experience, Age Limit, Tenure of Contract, etc. as given in Annexure-I.

Notes: i) All mandatory educational/professional qualifications should have been obtained from a recognized university/deemed university/autonomous institutes incorporated by an Act of Parliament or State Legislature in India or UGC Act or from Government approved/recognized institutions.

ii) **Crucial date** for determining eligibility with reference to length of post-qualification experience and others: Applicants should possess the requisite length of post-qualification experience and should meet other eligibility criteria as on **01-08-2020**.

3. **Remuneration:** The Monthly Remuneration attached to the post is indicated in **Annexure-I**. Statutory deductions on account of EPF (Employees' share), Income Tax, Professional Tax, etc. shall be made from the gross remuneration.

4. **Scheme of Selection:** Selection process involves Screening/Interaction and medical examination, which will be held at the Corporate Office of RVNL.

5. **Resignation:** One-month advance notice shall be required before seeking resignation from RVNL.

6. **HOW TO APPLY:**

(i) Duly filled in Applications as per **Annexure-II** is to be sent **only by ordinary post (Courier post/Registered post/Speed post will not be accepted)** to the Addl. General Manager/HR, Room No. 253, 1<sup>st</sup> Floor, August Kranti Bhawan, Bhikaji Cama Place, R.K. Puram, New Delhi-110066 or dropped in the Application Box kept in the office of AGM/HR, New Delhi in RVNL Corporate Office on any working day, **upto 17.00 hrs. of the closing date i.e. 30<sup>th</sup> September, 2020.**

(ii) **Last date for submission of the Application will be 30-09-2020.**

(iii) RVNL will not be held responsible if candidates are not able to submit their application by the last date for whatever reason.

(iv) The particulars furnished by the applicant in the application form will be treated as final. No column of the application form should be left blank; otherwise application form may be rejected.

7. The responsibility to establish eligibility for the post applied for with reference to all the prescribed eligibility conditions rests with the applicant.

8. **Other Instructions:**

a) **Intimation for Screening/Interaction:-** Information for Screening/Interaction shall be intimated through e-mail/RVNL website. However, candidates should not wait for e-mail and they should keep checking RVNL website for keeping them abreast of the development involving recruitment process.

b) Candidates currently serving in Govt/Quasi Govt. offices/Public Sector Undertakings shall have to submit "No Objection Certificate" from their employer at the time of Screening/Interaction, failing which they shall not be allowed to appear in Screening/Interaction and their candidatures shall be treated as cancelled.

c) On final selection for contractual appointment in RVNL, such a candidate, who has been working in Govt./PSU/private entity in any capacity, should produce the document conveying the acceptance of his resignation from service of his last employer. In the absence of such document, he shall not be allowed to join RVNL service.

d) Before submitting the application, candidate must ensure that he/she fulfills all the eligibility criteria as laid down in this vacancy notice. His/her candidature will be purely provisional subject to eligibility and other verifications before or after his/her contractual appointment in RVNL.

e) The decision of RVNL about the mode of selection, number of vacancies, eligibility conditions, shortlisting of candidates for screening/interaction, etc shall be final and binding. No correspondence will be entertained in this regard.

f) Applicants should note that contract appointment on the post will not confer any lien and/or right on selected candidate for regularization of his services in RVNL or grant of any other benefit /compensation allowed to regular employees of RVNL.

9. **Verification of documents:** The candidate called for Screening/Interaction shall be required to produce original documents relating to educational qualifications, experience, caste certificates etc. for verification and also to submit self-attested photocopies thereof at the time of screening/interaction. If the identity of the candidate is in doubt or he/she is not able to produce the requisite documents or there is mismatch of information in the documents or he/she is found ineligible for the post applied for or any other claim made in this application if found to be incorrect, he/she will not be allowed to appear in the screening/interaction and his candidature will be treated as cancelled.

10. **Travelling expenses:** No traveling expenses will be paid to the candidates for appearing in screening/interaction.

11. Canvassing in any form will disqualify a candidate.

12. The process of examination/recruitment does not involve any correspondence by RVNL with candidate at any stage regarding deficiency in application/documents, etc. It shall be responsibility of the candidate to satisfy himself as to his fulfilling the eligibility criteria, and also to furnish correct, complete and desired information/documents etc. Applicant would be required to furnish requisite documents so as to substantiate his/her eligibility for the post. No correspondence will be entertained from the candidates found ineligible or not shortlisted and thus not called for screening/interaction or for their non-selection.

13. **ACTION AGAINST MISCONDUCT:**

Candidates are advised in their own interest that they should not furnish any documents/information that are false, tampered, fabricated, having overwriting, having correction marks and they should not suppress any material information while filling up application.

14. **Documents required at the time of Screening/Interaction:** The candidate should note that the following documents are required to be produced if they are called for screening/interaction:

- a) Matriculation Certificate (for age proof).
- b) Certificates and Mark-sheets in support of the required educational/professional qualifications.
- c) Certificates in proof of experience, clearly indicating the length and field of experience.
- d) Caste certificate (In case applicant belongs to SC/ ST/ OBC (non-creamy layer).
- e) Copy of the appointment letter in support of appointment to the post in the organization in which currently working along with valid Identity card/current pay slip issued by the company.
- f) Photo I.D. proof and address proof (Passport/Aadhaar Card/Driving License/PAN card/ Voter I. Card) issued by Central/State Govt.
- g) 'No Objection Certificate' if the candidate is working in any Govt/PSU/ attached or subordinate organization or any public body substantially funded by the Govt.

15. **Information on website only:** Any corrigendum to this notice/further information/details regarding applications or applicants/any other information regarding intimation for screening/interaction/notices/results/panels shall be posted only on the official website of RVNL. No publication in any other media will be made. Therefore, the candidates are advised to keep updating themselves by checking the '**Career -- Jobs**' section in RVNL's website.

**ANNEXURE-I**

Name of Organization	<b>Rail Vikas Nigam Ltd.</b>
Name of the post	<b>Secretarial Officer</b>
Department / Service	Company Secretary Cell of RVNL Corporate Office, on Contract
Monthly Remuneration	Basic: Rs. 22,000/-, Perks (70%): Rs. 15400/- PF (Employer share): Rs. 2640/-
Number of Post(s)	1(One)
Location	Corporate Office, RVNL, 1 <sup>st</sup> Floor, August Kranti Bhawan, Bhikaji Cama Place, R.K. Puram, New Delhi-110066.
Age	Upto 35 years
Terms of Appointment	On Contractual basis
Tenure of Contract	Initially for 3 (three years and extendable thereafter)
Essential Qualification	B. Com (P) or (Hons) with CS(Inter) and Accounting background (CA or CA (Inter) will be given preference
Required Experience:	Should have undergone 2 years training/internship in a listed CPSU, having investor base of more than 1,00,000 shareholder & at least 6 months' experience in listed Railway PSU executing Railway infrastructure construction works. Experience of handling SEBI (LODR) compliances, Investor grievances redressal, SEBI Score platform, Monitoring of Insider Trading, foreign investment monitoring in NSDL platform, e-filing on MCA. Should have hands on experience of IEPF Rules, Bonus Issue, Buy-back, dividend pay-out including coordination with Banks and RTA, Conducting of General Meeting, Board and Committee Meeting.



15) Educational Qualification (**Self Attested photocopies of Educational Certificates to be attached**):

Exam Passed	Board/University	Year of Passing	Division/Class	% of Marks

16) Brief Relevant Professional Experience (**Self Attested photocopies of Certificates to be attached**):

Sl.No.	Employer Details		Place of posting	Post Designation	Duration (Years & Months)
	Name	Pvt/Govt/PSU/Semi Govt			

17) Whether employed in any Central Govt./State Govt./PSUs/Semi Govt. (Yes/No): .....  
*(If yes, then application should be sent through proper channel or with NOC issued by Employer)*

18) Have you ever been involved in Anti National activities?.....

19) Have you ever been convicted?.....

20) If yes, please give details: .....

21) List of Enclosures:

Sl.No.	Details of Enclosures

**DECLARATION**

I hereby declare that all the details given by me are correct and necessary documentary proof will be produced at the time of screening/interaction. In case any of the above-mentioned details have been found to be incorrect or failure to produce documentary proof in support of the same, my candidature is liable to be summarily cancelled at any time. In the event of my selection, I agree to abide by the rules & regulations of Rail Vikas Nigam Limited and in the event of failure to abide by the same my candidature is liable to be cancelled. I also understand that submitting this Application form does not give me a right to be called for Screening/Interaction.

**Place:**

**Date:**

**Signature of the Candidate**