

## Full Advertisement

### **BHARUCH DAHEJ RAILWAY COMPANY LIMITED**

#### **REQUIRES A COMPANY SECRETARY**

Bharuch Dahej Railway Company Limited (BDRCL), a Joint Venture / Special Purpose Vehicle of Rail Vikas Nigam Limited, Gujarat Industrial Development Corporation, Gujarat Maritime Board, Gujarat Narmada Valley Fertilizer Company Limited, Dahej SEZ Limited, Adani Petronet (Dahej) Port Pvt. Limited, Jindal Rail Infrastructure Limited and Hindalco Industries Limited. It is looking for a suitable candidate for the post of its Company Secretary.

#### **Qualifications and Experience:**

The candidate should be member of the Institute of Company Secretaries of India (ICSI) with experience of having worked as a Company Secretary / Assistant Company Secretary of a Company for a minimum of four years. He / She should be thoroughly conversant with ICSI standards relating to conduct of Meetings of the Board of Directors & General Meetings, payment of Dividend, maintenance of Registers and Records, preparation of Minutes, transmission of Shares and Debentures, Passing Resolutions by Circulation, Affixing of Common Seal, Forfeiture of Shares, Filing of returns with the Registrar of Companies and all other Statutory functions required to be performed by a Company Secretary

The Candidate will also be expected to work on overall all departments including Finance & Accounts. The candidate should have a Master of Commerce Degree with a good knowledge of accounting. The candidate should be familiar with financial reporting, taxation, auditing, accounting, corporate finance and insolvency. She / he shall be expected to also have a good basic foundation in business, marketing, economics, finance, management and information systems.

In addition the individual should have a good command over the English language and should be able to draft letters & minutes of meetings independently. He / she should also be adept at working with Personal computers and work with popular software programs such as MS Word and Excel The successful candidate should be an individual with initiative, be dynamic, and have good general management skills including good inter-personal and communication skills.

**Age:** Preferably under 40

**Tenure:** The tenure shall be for a period of one year on contractual basis which may be further extendable subject to the performance.

**Emoluments:** Consolidated emoluments of Rs. 50,000/- per month.

**Location:** The office of the Company Secretary is located at Delhi.

**The appointment of CS will be made on the contractual basis.** Selection will be finalised after interview of all eligible candidates appearing on the date of interview. The eligible candidates will be intimated of the date & venue of interview by post/email. The candidate has to submit his willingness for the post at the time of interview itself, clearly stating that he/she will join the post within one month, if selected.

Applications in the prescribed form along with detailed bio-data (with passport size photograph, age, qualifications, experience, salaries drawn and achievements) must reach the Managing Director (IC) latest by **14.06.2019**.

To download the application form, kindly visit company's website at: [www.rvnl.org/](http://www.rvnl.org/) and [www.bdrail.in/](http://www.bdrail.in/)

**Board of Directors, Bharuch Dahej Railway Company Ltd.,  
39-42, 3<sup>rd</sup> Floor, Indra Palace, H Block, Middle Circle, Connaught Place, New Delhi 110001**

**PROFORMA**

**APPLICATION FORM FOR COMPANY SECRETARY / BHARUCH DAHEJ RAILWAY COMPANY LTD., NEW DELHI**

1. (a) Name of the Applicant (in full) \_\_\_\_\_  
(b) Present or Last Designation held by Applicant (in full) \_\_\_\_\_  
(c) Organization \_\_\_\_\_  
(d) Office Address \_\_\_\_\_

Please affix a self-attested photograph

2. Address for communication \_\_\_\_\_

3. Telephone No. : Office \_\_\_\_\_ Residence \_\_\_\_\_

Fax No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

E-mail address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age as on date of issue of Advertisement \_\_\_\_\_ Years \_\_\_\_\_ Months

Nationality \_\_\_\_\_

4. Pay and total annual emoluments drawn in the present / last assignment held: \_\_\_\_\_

5. Eligibility Criteria :

	Qualification	Institution	Year
Educational / Professional Qualifications (along with the name of Institutions)			
Company Secretary			
(a) Graduation			
(b) Post-graduation			
(c) Other qualifications			

6. Positions held during the preceding years : -(Chronological start with recent one)

Sl. No.	Designation & Place of Posting	Organization	From	To	Details of relevant work experience and achievements
1.					
2.					
3.					
4.					

7. Certification and Affiliations

Sl. No.	Particulars of Certification	Certifying Body	Date of Issuance	Date of Validity, if any

8. Skills

Sr. No.	Management Skills	Technical Skills

9. Job Fitness and Strategic Vision (explain your fitness and your strategic vision in 500 words)

11 (a) Whether any punishment awarded to the applicant during the last 4 years

Yes	No
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If yes, the details thereof

(b) Whether any action or inquiry is going on against him/her as far as his/her knowledge goes

Yes	No
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If yes, the details thereof

I \_\_\_\_\_ son/ daughter of \_\_\_\_\_ Resident of \_\_\_\_\_ certify that the details furnished by me in Cols. 1 to 11 are true and I am eligible for the post.

Date:

(Name & Signature of the applicant)

*Note: Please attach self- attested copies of proof of*

1. *Date of birth*
2. *Educational Qualifications*
3. *Company Secretary*
  - a. *Graduation*
  - b. *Post-graduation*
  - c. *Other qualifications*

**(THE INFORMATION RECEIVED WILL BE TREATED AS CONFIDENTIAL)**