



हरियाणा रेल इन्फ्रास्ट्रक्चर डेवलपमेंट कॉर्पोरेशन लिमिटेड
(हरियाणा सरकार और रेल मंत्रालय का संयुक्त उपक्रम)
Haryana Rail Infrastructure Development Corporation Ltd.
(A Joint Venture of Govt. of Haryana & Ministry of Railways)

INVITES
APPLICATION FOR THE POST OF COMPANY SECRETARY

Vacancy Notice No. OM-12/2021 dated 10.03.2021

Haryana Rail Infrastructure Development Corporation Ltd. (HRIDC) is a Joint Venture company of Govt. of Haryana (GOH) and Ministry of Railway (MOR) incorporated with equity contribution of 51% and 49% respectively, with an objective to develop the rail infrastructure for capacity enhancement in the state of Haryana and to carry on the Business Development, financing, planning and implementation of viable railway projects that are important for critical connectivity/capacity enhancement/ development of other infrastructure facilities in the State of Haryana. The details of the post and the qualifications/experience needed are as under:

1.	Name of Organization	Haryana Rail Infrastructure Development Corporation Ltd. (HRIDC)
2.	Title of Post	Company Secretary in E2 IDA Scale
3.	Place of Posting	Chandigarh
4.	Educational Qualifications	Essential: 1. Bachelor's Degree from a recognized University with minimum 60% marks. 2. Should be an Associate Member of the Institute of Company Secretary of India with minimum 60% marks. Desirable: Preference shall be given to the candidates:- 1. Having CA or MBA (Finance) qualification. 2. Having Experience / Knowledge of computer applications like MS Office etc.
2.	Experience	The candidate must have at least 5 years of experience in any reputed state/central PSUs or any private/private limited company as Company Secretary. The preference shall be given to the applicant having of experience working in State/Central PSU.
3.	Maximum Age	35 years.
4.	Job Description	The candidate will be expected to perform following functions of HRIDC and its SPVs companies at Chandigarh/Gurugram: 1. Ensuring efficient administration of company. 2. Ensuring compliance with statutory and regulatory requirements. 3. Ensuring the implementation of the decision of Board of Directors. 4. To perform frequent corporate governance reviews and to issue written statements of Corporate governance

		<p>principles and to assist director in these efforts.</p> <p>5. To provide information on the practices of other good companies.</p> <p>6. Informing Board members on their legal responsibilities. Dealing with legal matters of the company with advice on legal matters.</p> <p>7. Conducting meetings of Board of Director, Committees of Board, Finalisation of annual report, compliance to Govt. of India guidelines, Corporate Governance etc.</p> <p>8. Any other job assigned by the Management.</p>
5.	Selection	Shortlisted candidates based on the application and documents submitted by the applicants shall be called for interview who shall bring in the hard copy of the application and originals of papers submitted for verification.
6.	Service Condition	<p>-Selected Candidate would be posted as Company Secretary for HRIDC and its SPVs Companies at Chandigarh.</p> <p>-As per the requirements of the company CS shall be liable to travel to Gurugram for timely settlement of various company law compliances from time to time.</p> <p>-The initial engagement on contract basis will be for a period of three years which can be extended at the sole discretion of the Company depending upon the performance of the candidate.</p>
7.	Conduct Discipline & Appeal Rules	The conduct, discipline & appeal rules of the corporation in force for all categories of employee would also be equally applicable to the post of Company Secretary.

Candidates are directed to send their application in the prescribed format attached with this notice along-with self-attested certificates by 09.04.2021, 05:00 PM through Speed post Along with an advance copy by Email on career.hridc@gmail.com or by registered or speed post. It is clarified that all working officers must apply through proper channel after obtaining the NOC from present employer.

DGM (HR)
HRIDC, Chandigarh

APPLICATION FORMAT

- 1. Vacancy Notice No. : _____
- 2. Post & Location applied for : _____
- 3. Name in Full (in Block Letters) : _____
- 4. Father's Name : _____
- 5. Date of Birth : _____
- 6. Permanent Address : _____

- 7. Correspondence Address : _____

- 8. Whether SC/ST/OBC : _____
 (Attach copy of certificate)
- 9. Nationality : _____
- 10. Contact Phone No. & E-mail : _____
- 11. Educational and Professional Qualification



Exam passed	Year of Passing	Name of Instt. /University	Max. Total Marks	Total marks Obtained	Overall % age	Main Subjects

- 12. Name of Present Employer, if any : _____

13. Details of Post Qualification Experience : _____

Post held with pay scale/gross salary per month	Name & address of the employer	Period		Please indicate the field of experience along with project details (attach separate sheet if necessary)
		From	To	

14. A short write up 250 words explaining why the candidate is most suited candidate for this assignment. The candidate will be summarily rejected and the candidate will not be interviewed in case the write up is not attached.
15. Self-Attested documents required along with originals of relevant Educational Certificate, Caste Certificate, Certificates of experience and other testimonials. No interview will be conducted if candidate does not bring the originals.
16. Candidates working in Govt./PSUs/autonomous bodies should apply through proper channel and bring NOC at the time of walk-in-interview along with forwarded application.

Signature of the Candidate

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief and there is no civil/criminal case pending against me in the court of Law. I understand that in the event of any information given herein, is found false or incorrect or concealed, the contract will be liable to be terminated and any civil/criminal legal action can be taken against me for this. I understand that I am not eligible for any TA/DA for this interview.

Place : _____

Date : _____

Signature of Candidate