

KONKAN RAILWAY CORPORATION LIMITED

NOTIFICATION No.CO/P-R/14/2013

Konkan Railway Corporation Limited (KRCL), a Public Sector Undertaking under the Ministry of Railway, having its Corporate Office at CBD Belapur, Navi Mumbai. Applications are invited from eligible candidates for the following post on regular basis in Konkan Railway Corporation Ltd. (KRCL):

Sr · N o	Category	Pay Scale .	No. of posts	Eligibility	Upper Age limit as on 01.01.2014	Educational Qualification
01	Assistant Company Secretary	PB-2 Rs.9300- 34800 with GP Rs.4800/-	UR-01	To be filled through open competition	40 Years	ESSENTIAL QUALIFICATION: Should be an Associate Member of the Institute of Company Secretaries of India with at least three years of professional experience. Additional qualification of Law Degree (LLB) / Chartered Accountant (CA) is desirable along with proficiency in Computer.

The qualification, age and recruitment procedure mentioned above can be relaxed at the discretion of KRCL in deserving cases. The shortlisted eligible candidates will be required to undergo written test followed by Personal Interview and prescribed medical examination as per railways standards before being employed in KRCL.

Candidates should ensure that they see the Instructions, eligibility and other details of the notification on www.konkanrailway.com under the link Departments->Personnel->Recruitment Notification > Current. Applications in prescribed format as given at the above link and completed in all respects along with enclosures and **clearly mentioning the above Notification No. and Post applied for** should reach this office at Belapur Bhavan, Plot No. 6, Sec-11, CBD Belapur, Navi Mumbai--400614 on or before 17.30 hours of 12/11/2013. **Incomplete Application forms or the applications not accompanied by the required documents will be rejected and no correspondence on the same shall be entertained.**

Date: 27/09/2013

Place: Belapur

Chief Personnel Officer

KONKAN RAILWAY CORPORATION LIMITED

APPLICATION FORM

**EACH ONE OF US IS RESPONSIBLE TO MAKE OUR COUNTRY
CORRUPTION-FREE – SAY NO TO OFFERING OR ACCEPTING BRIBES**

RECRUITMENT NOTIFICATION NO.: _____

CATEGORY APPLIED FOR: _____

**NOTE : PLS NOTE THAT ALL THE COLUMNS GIVEN BELOW SHOULD BE
FILLED.**

Latest
Passport size
Photograph
of the
Candidate

(To be self attested)

1. Name of the Candidate: Mr/Mrs/Ms. _____

2. Father's Name: Mr. _____

3. Full postal address for communication: _____

Pin code _____ Tel. No.: _____ Mobile No.: _____ Email: _____

4. Date of Birth (as on 01-01-2014): Year _____ : Date _____ Month _____ Year _____

5. Sex _____ : Male / Female

6. Caste _____ : SC / ST / OBC / General (strike out which is not applicable)

7. Educational Qualification :

(i)

Year of Passing	Name of Exam	Name of Board/University	Percentage of Marks obtained

(ii) Details of other qualifications, if any _____

8. Work Experience:

Sr.No	Post held	Year (From – to)	Pay Scale	Brief description of job

9. Appointment last served-----
10. Details of the family member, who is already employed in KRCL (if any) _____

I hereby declare and certify that the above information is true and correct to the best of my knowledge. If any information furnished by me is found to be incorrect /false, my application is liable to be rejected/my services are liable to be terminated at any stage, if recruited.

Date: _____
Place: _____

Signature of the applicant

List of documents enclosed (Please indicate 'TICK' [✓] in the box)

(NOTE: FAILURE TO ATTACH ANY OF THESE DOCUMENTS WILL RENDER THE APPLICANT INELIGIBLE)

- | | |
|---|--------------------------|
| 1. Attested copies of certificate in proof of qualification
(As per the qualification specified in Instruction Sheet) | <input type="checkbox"/> |
| 2. Attested copy of Proof of Date of Birth | <input type="checkbox"/> |
| 3. Attested copy of caste certificate in the format required for Central
Government Employment (in case of SC/ST/OBCs) | <input type="checkbox"/> |
| 4. Two attested passport size photographs. | <input type="checkbox"/> |
| 5. Attested copy of document regarding experience last served | <input type="checkbox"/> |

I hereby certify that I have read and understood all the instructions regarding the Notification for this Post as given on website www.konkanrailway.com

(Signature of Applicant)

INSTRUCTION SHEET

NOTIFICATION No.CO/P-R/14/2013

Applications are invited from eligible candidates as per details mentioned below for the following post in Konkan Railway Corporation Ltd. (KRCL):

Sr · No	Category	Pay Scale .	No. of posts	Eligibility	Upper Age limit as on 01.01.2014	Educational Qualification
01	Assistant Company Secretary	PB-2 Rs.9300- 34800 with GP Rs.4800/-	UR-01	To be filled through open competition	40 Years	ESSENTIAL QUALIFICATION: Should be an Associate Member of the Institute of Company Secretaries of India with at least three years of professional experience. Additional qualification of Law Degree (LLB) / Chartered Accountant (CA) is desirable along with proficiency in Computer.

The vacancies mentioned above are provisional and may vary as per need of KRCL.

The shortlisted eligible candidates will be required to undergo written test followed by Personal Interview and prescribed medical examination as per Railways standards before being employed in KRCL.

1. Educational Qualification

As mentioned in above table. **Applications not accompanied with above certificates and mark lists will not be considered and no correspondence on this will be entertained.**

2. Age

The candidates should not have crossed the upper age limit as mentioned in above table as on 01/01/2014.

3. Job Description and Responsibility:

The incumbent shall be responsible for correspondence with the Stock Exchanges/ Registrar of Companies/ SEBI., Agreements with Debenture Trustees/ Financial Institutions/ Banks, etc., Redemption of bonds/ Board of Directors Meeting/ Shareholders Meeting, etc., Preparation of Agenda for the BOD meetings., Finalisation and printing of Annual Reports, / Liaisoning with RBI Bankers, etc./ Issue and listing of Private Placement Bonds, Payment of Interest on Bonds, Liaisoning with Share transfer Agents / Department of Public Enterprises (DPE) / Government / Semi-Government / Public Sector Undertakings and Preparation of Annual Accounts of the Company.

4. Mode of Selection

Based on the applications received, eligible candidates will be called for written examination and personal interview and scrutiny of documents as per number of vacancies

to be filled in. Candidates with all clear records and as per merit will be called for prescribed medical examination. The selected and medically fit candidates will be provisionally appointed based on the merit position. Candidates so selected will be on probation for a period of 2 years. Selected candidates will be required to submit Indemnity Bond and complete all recruitment formalities as prescribed. Selected candidates will be governed by all rules and regulations and service conditions as applicable to all other regular employees of KRCL.

5. Medical Examination

The candidates will have to pass the prescribed medical examination as per railways standards to be conducted at the candidate's cost by Konkan Railway Corporation's Medical Authorities. The medically fit candidates will only be considered for employment in KRCL. No alternative job will be provided if a candidate selected for a particular category fails to qualify in the prescribed medical test of that category/post.

6. Posting

The vacancies are for the present project in J&K State. However, the selected candidates can be posted and transferred anywhere in the area of operation of Konkan Railway Corporation Ltd, including its project sites. However, the employees of Konkan Railway Corporation Ltd. are not eligible for transfer to other Zonal Railways.

7. Probation

The selected candidate will be placed on a Probation for a period to Two years and the confirmation will be subject to the departmental Written Examination to assess the professional abilities.

8. Benefits

The selected candidates will be eligible for all benefits as given to regular employees of KRCL in the specified pay scale.

9. Superannuation

The age of superannuation for KRCL staff is as applicable to Central Govt. employees which is 60 years at present. The retirement benefits will be given as and if applicable on the date of superannuation.

10. How to Apply

The application forms can be down-loaded from the Konkan Railway website – www.konkanrailway.com free of cost. **The applications duly filled in should be submitted to Assistant Personnel Officer(Recruitment), Konkan Railway Corporation Ltd, Plot No.6, Belapur Bhavan, Sec-11, CBD Belapur, Navi Mumbai-400614 on or before 12/11/2013.**

11. Documents to be attached with the application

- i) Attested copies of certificate in proof of qualification (As per the qualification specified in Instruction Sheet)
- ii) Attested copy of Proof of Date of Birth
- iii) Attested copy of caste certificate in the format required for Central Government Employment (in case of SC/ST/OBCs)
- iv) Attested copy of documents regarding experience last served.
- v) Two attested passport size photographs.

Important Note:

1. Applications completed in all respects along with all enclosures as mentioned above should be sent by Registered Post or delivered in person so as to reach the above mentioned office before closing date of 12/11/2013 by 17.30 hrs. Applications shall not be accepted at any other offices of Konkan Railway and if handed over, will not be considered. Applications received after the given date/time will not be entertained. Konkan Railway will not be responsible for any postal delay.
2. **Applications not accompanied by any of the above documents and incomplete applications will be summarily rejected. No further correspondence in this respect shall be entertained.**
3. **Candidates are warned that submission of false information will render them liable for immediate dismissal, if selected** without any notice. In addition, KRCL reserves the right to take any action as deemed fit.
4. Konkan Railway holds all the right to alter the vacancies and other procedure as notified or cancel the recruitment against this notification as it may deem fit without citing any reason.
5. **ANY KIND OF CANVASSING WILL RESULT IN DISQUALIFICATION OF CANDIDATE AT ANY STAGE OF SELECTION WITHOUT ASSIGNING ANY REASON. NO FURTHER CORRESPONDENCE WILL BE ENTERTAINED IN THIS REGARD.**
6. **NO CORRESPONDENCE WILL BE ENTERTAINED FROM OR ON BEHALF OF INELIGIBLE CANDIDATES.**
7. **KONKAN RAILWAY HAS NOT NOMINATED ANY AGENT/S FOR RECRUITMENT. CANDIDATES SHOULD NOT FALL PREY TO ANY FALSE PROMISES MADE BY ANYONE. DOING SO WILL BE AT THEIR OWN RISK AND THE CORPORATION IS NOT RESPONSIBLE FOR IT.**
