

KONKAN RAILWAY CORPORATION LIMITED

NOTIFICATION No.CO/P-R/06/2015

Konkan Railway Corporation Limited, a Public Sector Undertaking under Ministry of Railways, invites application from dynamic, experienced and highly motivated Executives having experience of working with organizations or other reputed industries at mid-management level on direct recruitment /absorption for the post mentioned below.

Sr. No	Category	CDA	No. of posts	Upper Age limit as on 01.07.2015	Eligibility Criteria for Recruitment /Immediate Absorption
01	Company Secretary	PB3 Rs. 15600 to 39100 with GP Rs. 7600/-.	UR - 01	50 Years	Details shown below.

The Corporation reserves the right not to fill up the post and also reserve the right to short list for interview only the optimum number of most eligible candidates from applicants possessing the requisite qualification. The shortlisted eligible candidates will be required to undergo Written Test, Personal Interview and Prescribed Medical examination before being employed in KRCL. Candidates employed in Govt. service/ Autonomous Bodies/ Govt. undertaking should submit No Objection Certificate from the present employer at the time of interview.

Candidates should ensure that they see the Instructions, eligibility and other details of the notification **and apply online using the link** on www.konkanrailway.com under the link Vacancy->Current-> Notification. 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** and registration ID should reach this office at Belapur Bhavan, Plot No. 6, Sec-11, CBD Belapur, Navi Mumbai--400614 on or before 17.30 hours of 14/07/2015. **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: 11/06/2015

Place: Belapur

Chief Personnel Officer

Selection Process & other conditions:

a) **Eligibility:**

Group-A Officers working in JAG level in grade Rs.15600-39100 (Grade pay-Rs.7600) are eligible to apply. Group "A" officers with a minimum of 6 years in Gr-'A' service and working in Sr.Scale as Company Secretary/ Assistant Company Secretary are also eligible to apply.

OR

Gr-B Government Officers with minimum 10 years of service in Gr-B service as Company Secretary/ Assistant Company Secretary are eligible to apply.

OR

PSU officers working in DGM level (E4) in pay scale Rs.29100-54500 are eligible to apply. PSU Executives working in Manager level (E3) in pay scale Rs. 24900-50500 for 4 years or more are also eligible to apply. The total years in the executive service should be 10 years or more as Company Secretary/ Assistant Company Secretary. The applicants previous experience as government officers if any, will also be considered for reckoning duration of service.

OR

Private Sector Candidate: The executives working in Medium/ Heavy Project/Industrial Establishments/Private Corporation with 12 years experience at Executive level as Company Secretary/ Assistant Company Secretary may also apply.

The eligibility of a candidate from private organization will be determined taking into account the cost to company drawn, the designation, nature of work, years of experience etc.

b) **Qualification:** Candidates applying should have:

Membership of Institute of Company Secretaries of India; Desirable – Graduate in law.

c) The maximum age of the applicant for recruitment /absorption in the above post shall be 50 (**Fifty**) Years as on 01.07.2015.

d) **Mode of Selection:**

Candidates will be shortlisted for the selection process and candidates will be called totaling five times the number of vacancies. Weightage will be given to the applicants based on additional experience, additional qualifications and proficiency in Computer applications/knowledge. The shortlisted eligible candidates will be required to undergo Written Test, on proficiency in English language and professional matters, presentation on area of working and the interview can be conducted over 2 days at the discussion of the corporation. Personal Interview and Prescribed Medical examination before being employed in KRCL. The specific dates for Written Test/ Interview will be intimated along with the list of short listed candidates through our websites. However, the criteria of short listing and selection process are to be adopted will be at the absolute discretion of the Company and the decision of the company in this regard shall be final.

e) Candidates employed in Govt. service/ Autonomous Bodies/ Govt. undertaking should submit No Objection Certificate from the present employer at the time of interview. Advance copy of the application may be accepted. The candidate should request their parent organization to forward **Annual Performance Appraisal Reports** for preceding **04** years (i.e 2014-15, 2013-14, 2012-13, 2011-12) along with the application to Konkan Railway Corporation Limited. Joining date should not be more than 90 days from the date selection is confirmed.

f) In cases where No Objection Certificate/forwarded application/**Annual Performance Appraisal Reports** is not received from the employer before the interview, the candidate may be provisionally interviewed based on self-certified copies of **Annual Performance Appraisal Report** for the preceding 04 years from the candidates and can be provisionally selected, subject to receipt of letter of acceptance of resignation from the competent authority in parent organization before joining Konkan Railway Corporation Limited.

g) **Job Description:**

The Selected candidates would be overall responsible for Secretarial and statutory compliance related matter of the corporation and would mainly be required to handle following duties.

1. To arrange the Board/ General Meeting / Statutory Committee Meeting, prepare Agenda and Minutes of the Board & General Meeting and various Statutory Committee meeting of the Directors.
2. To advise on good governance practice and compliance of Corporate Governance norms as prescribed under various corporate, securities, other business Laws / Regulations and Guidelines.
3. To ensure compliances under the Companies Act and adherence to SEBI/RBI guidelines, Listing Agencies.
4. To liasoning with the Department of Public Enterprises (DPE), Government /Semi Government Public Sector Undertakings and External / Regulatory and Advisers such as Auditors.
5. To maintain Secretarial record and Statutory Books including Register of Members/ Directors, filling of returns etc.
6. To monitor changes in relevant legislation and regulatory environment and to take appropriate action.
7. To make necessary correspondence with Stock Exchange, Registrar Of Companies, SEBI etc.
8. To assist in finalization of Annual Report and to print and publication of Annual Report etc.
9. To execute necessary Agreements / Deeds with Debentures Trustees / Financial Institutions / Banks in relation to the issues of /redemption of bonds, to make necessary correspondence with Bond Holders.

h) **Knowledge and Skills**

1. Must possess adequate domain knowledge and understanding of Corporate laws and related concerned laws, Rules, Regulations and Guidelines and Corporate Governance.
2. Must have adequate knowledge of Accounting Practices and Standards with reference to PSU/Infrastructure sector.
3. Skills in organizing resources and establishing priorities.
4. Analytical reasoning and decision making ability.
5. Able to work independently and efficiently.
6. Good interpersonal and communication skill, be as committed team player.

i) Examination fee: IPO/Bank draft of Rs. 100/- in favour of FA&CAO/KRCL.

j) **Perks and Allowance:** HRA/Leased Accommodation, Medical Facility as per the extant rules of KRCL.

- k) Place of Posting: Anywhere in the projects/offices of the Corporation including Corporate Office of KRCL at Belapur, Navi Mumbai.
- l) How to Apply: The application duly filled online through website www.konkanrailway.com and 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 14/07/2015. On submission of valid application online, the system will generate a filled application form with registration ID and same has to be printed, signed and sent along with the documents mentioned below to the above address on or before dead line. The registration ID number should be mentioned on the top of the envelope.
- m) Documents to be attached with the application
- 1) Attested copies of certificate in proof of qualification (As per the qualification specified in Instruction Sheet) and copy of ACS membership certificate.
 - 2) Attested copy of Proof of Date of Birth.
 - 3) Attested copy of caste certificate in the format required for Central Government Employment (in case of SC/ST/OBCs) and Certificate in support of claims for Ex- servicemen/ physically Handicapped person)
 - 4) Attested copy of documents regarding experience (Appointment letter/ Relieving letters/ Service Certificate) last served and others.
 - 5) Two attested passport size recently photographs.
 - 6) Copy of latest pay slip.
 - 7) Self certified translated copy of SC/ST/OBC (Non-Creamy layer candidates/ Disability certificate either in English or Hindi.
 - 8) IPO/Bank draft of Rs. 100/- in favour of FA&CAO/KRCL.
- n) Important Note:
- i) Application should be sent on A4 size paper as per the prescribed format only. However, candidates submitting more than one application for the same post will be summarily rejected.
 - ii) Candidature will be cancelled at any stage of recruitment process or after recruitment/joining, in case any information provided by the candidate is found to be false or is not found to be in conformity with the eligibility criteria mentioned in this advertisement.
 - iii) Management decision on selection will be final and no correspondence will be entertained from or on behalf of unsuitable candidates.
- o) Last date for receipt of application: 17:30 hrs. of 14/07/2015. Applications received after the given date/time will not be entertained. Konkan Railway will not be responsible for any postal delay.
- p) **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.**