



requires

## COMPANY AFFAIRS PROFESSIONAL

### Rectt. Advt. No. : 03/2013

Rashtriya Ispat Nigam Limited, Visakhapatnam Steel Plant, a Navratna Company under the Ministry of Steel, Government of India, needs Company Affairs professional for the following position:

Post	Scale of Pay and Grade	Vacancies	Upper Age Limit (as on 1 <sup>st</sup> April 2013)
Dy. Manager (Company Affairs) / (E-3 Grade)	₹ 32,900 - 3% - 58,000/-(E-3)	01 (UR-1)	40 years

#### A. Allowances and Benefits

The selected candidate will be placed at the minimum of the pay scale and will be on probation for a period of one year. In addition to Basic Pay, the candidate would be entitled to Industrial Dearness Allowance, Perks and allowances under Cafeteria Approach @ 46% of the basic pay (after adjusting the recurring expenditure on maintaining and running infrastructure facilities), Performance Related Pay, Free Medical Treatment for Self, Family and Dependant parents, Insurance Cover, Housing in the Company Township or HRA, Leave and encashment of Earned Leave, Contributory Provident Fund, Group Insurance, Gratuity, etc. The approximate CTC will be ₹13.58 lakhs per annum for E-3 grade.

#### B. Required Educational Qualifications and Post Qualification Experience

- Full-time regular Bachelor's Degree from a recognized Indian University with minimum 60% marks in the aggregate and having Associate Membership of the Institute of Company Secretaries of India, New Delhi.
- Preference will be given to the candidates having additional qualifications of ACA / AICWA or both.
- **Candidates should have experience in the area of:**
  - a) Company Law matters;
  - b) Listing requirements and Stock Exchange matters;
  - c) Knowledge of Patents and Trade Marks; Corporate Governance matters;
  - d) Knowledge of Drafting of Notices, documentation, conducting Meeting of Board, Audit Committee, Sub-Committees of the Board etc.
  - e) Should possess upto date knowledge of relevant Laws, Rules, Regulations and Guidelines relating to Management of Govt/Public Sector Company/Public Limited Listed Company, and various statutory compliance requirements;
- **For candidates from PSUs/Govt. Sector:**  
Post Qualification experience should be in Executive cadre in Company Secretary's office in the Company for a period of six years of which a minimum of **3 years** experience in the immediate lower pay-scale of ₹ 24,900-3%-50,500/-
- **For candidates from private sector:**  
Post Qualification experience should be in Executive Cadre in Company Secretary's office in the company. Latest experience should be in a large Commercial / Public Limited Company with an Average Turnover of not less than Rs.500 Crores in the immediate 2(two) preceding financial years. Should be drawing total monthly emoluments of not less than ₹ 55,000 Candidates shall enclose their latest true copy of Form 16 under IT Act along with their application as proof of employments. They should also enclose the Profit and Loss Account of the Company for the last three years for proof of Turnover.

### C. **Selection Methodology**

Selection will be through interview to be held at Visakhapatnam.

### D. **APPLICATION FEES**

- ₹ 300/- (Rupees Three Hundred only)
- Fees must be deposited in “RINL-RECRUITMENT Account No.30589461220” at any of the core banking branches of **State Bank of India** in the prescribed **Challan**. No other form of payment is accepted.
- Format for **Challan** is available in the website [www.vizagsteel.com](http://www.vizagsteel.com) on the link **Careers**.
- Candidates have to pay maximum bank commission @ ₹ 25/- per Challan for depositing fees at other than SBI, Steel Plant Branch, Visakhapatnam, Branch Code 6318.
- Candidates must fill-up the SBI Branch name, Branch Code, candidate's name and date of birth carefully in the Challan and sign at the place Deposited by: \_\_\_\_\_.
- Candidates should mention in the appropriate column in the application form the details of SBI branch, Branch code, City, date of deposit and the Journal Number.
- Candidates should submit original counterfoil of the Challan (RINL-VSP copy) along with their Application Form.
- Fees once deposited into RINL's account will not be refunded under any circumstances, even if the candidate is rejected on scrutiny or application not received in time due to postal delay / loss.
- The candidate should retain his / her copy of the counterfoil of the Challan for further reference.

### E. **How to Apply**

Interested eligible candidates should apply giving full particulars as indicated in the prescribed format available on the website [www.vizagsteel.com](http://www.vizagsteel.com) on the link **Careers**.

Application in the prescribed format filled-up in BLOCK CAPITAL LETTERS in **ENGLISH**, duly signed and along with photograph (self attested) affixed on it should be sent by **Speed Post / Registered Post** in a sealed cover by super scribing the envelope “**APPLICATION FOR THE POST OF Deputy Manager (Company Affairs)**” to “**Sr. Manager (Personnel)-Recruitment, Room No. 232, Main Administration Building, Visakhapatnam Steel Plant, Visakhapatnam – 530 031**”, **so as to reach on or before 20<sup>th</sup> July 2013**.

Candidates must enclose along with their applications self attested copies of certificates/ testimonials relating to:

- i) Age (SSC certificate)
- ii) Category Certificate {for OBC(Non-Creamy Layer) candidates}
- iii) Educational qualifications
- iv) Experience certificate

### F. **GENERAL TERMS AND CONDITIONS:**

1. Only Indian Nationals are eligible to apply.
2. Candidates belonging to OBC category but coming in Creamy Layer will not be entitled to the benefit of reservation and should apply as general category candidates.
3. Candidates must attach with the application, challan (VSP copy), documentary evidence in support of age, educational qualifications, experience, publication works, caste certificate (in case of SC/OBC). All certificates/ testimonials should be in English or Hindi.
4. Any candidate submitting false declaration/certificate or indulging in malpractices during selection process will be disqualified and also debarred from future recruitments.
5. Depending on the requirement, the Company reserves the right to cancel/restrict the recruitment process or increase / curtail the number of vacancies without any further notice and without assigning any reason thereof.
6. **Incomplete / illegible / unsigned / multiple applications / applications not in the prescribed format or without photograph / without copies of certificates in support of age, qualification, category and experience or those received after last date will be summarily rejected.**
7. The candidates are advised to ensure while applying that they fulfil the eligibility criteria and other requirements mentioned in this advertisement and that the particulars furnished by them are correct in all respects. In case it is detected at any stage of recruitment process that the candidate does not fulfil the eligibility criteria and/or does not comply with other requirements of this advertisement and/or he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature is liable to be rejected. If any of the above shortcomings is/are detected, even after appointment, his/her services are liable to be terminated without any notice.

8. All qualifications should be from a recognised Board/University/Institution in India
9. To & fro rail fare (3<sup>rd</sup> AC) by the shortest route will be reimbursed for attending Interview on production of proof of journey.
10. The final selection is subject to the candidates being found medically fit as per Company's Medical Rules.
11. Candidates working in Government / Semi-Government / Public Undertakings will have to produce "No Objection Certificate" from the present employer at the time of interview.
12. Our contact details are **Telephone No. 0891-2740405** and email id: [recruitment@vizagsteel.com](mailto:recruitment@vizagsteel.com).
13. RINL shall not be responsible for any postal delay / loss in transit at any stage of the recruitment process. No request in this regard will be entertained.
14. Canvassing in any form shall disqualify the candidature.
15. In case of any dispute, the case shall be settled in the Courts of Visakhapatnam jurisdiction only.
16. Applications without exact amount of application fees will be rejected.

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