

# HINDUSTAN PREFAB LIMITED

(A Govt. of India Enterprise)

Jangpura, New Delhi-110 014

Website: [www.hindprefab.in](http://www.hindprefab.in)

Ph. No.011-43149800-899 / Fax: 011-43149865



## **Contract Employment Notice No.01/2019**

Hindustan Prefab Limited (HPL), a Central Public Sector Civil Engineering Organization presently engaged in the field of construction both with Conventional and Prefab Technology with its Corporate Office at New Delhi and having offices all over India, is looking for dynamic and result oriented professional for the position of '**Company Secretary**' on purely contract basis for its Head Office, initially for a period of one year extendable by mutual consent.

Requisite qualification and experience is given below:-

Post	Qualification	Minimum Post Qualification Experience	Consolidated Salary	Essential Post Qualification Experience
Company Secretary	Member of the Institute of Company Secretaries of India, New Delhi	05 years in a Govt. / Public / Private organization of repute	₹57,500/- Per Month	<p>The Prospective candidate will look after all the company law matters, statutory and other compliances etc as required from time to time.</p> <p>He / she will be responsible for -</p> <p>(i) arranging and conducting General Meetings / Board Meetings as per requirements, preparing agenda and recording minutes of the meeting;</p> <p>(ii) discharging all functions of the Company Secretary as per provisions of the Companies Act, 2013; and</p> <p>(iii) ensuring all statutory compliances with other directives issued from time to time by the Department of Public Enterprises and other authorities.</p>

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**General Conditions:**

1. Upper age limit as on 01.10.2019 is **40 Years**.
2. Date for determining eligibility of all candidates in respect of experience shall be 01.10.2019.
3. Employees in regular employment in Central/State Govt./Autonomous bodies and Central/State Public Sector Enterprises possessing required qualification and experience if apply and are selected, will have to resign before joining contractual appointment in the company.
4. Candidates working in Government, Semi-Government Organization/Public Sector Undertakings and Autonomous Bodies should apply through proper channel or furnish "No Objection Certificate" at the time of interview.
5. There will not be any protection of pay/emoluments at the time of joining HPL.
6. No increment will be granted during the currency of the initial contract period of one year. However, it can be considered at the discretion of the competent authority in case the initial period of one year is extended further.
7. Besides consolidated salary, the selected candidates shall also be eligible for the fringe benefits like EPF contribution, leave, medical reimbursement facility etc. as per rules of the Company for contractual employees.
8. Mere fulfilling the minimum requirement/qualification will not vest any right on the candidates to be called for interview.
9. Applications incomplete in any respect shall be liable for summarily rejection.
10. HPL reserves the right to reject any candidate without assigning any reason.
11. HPL will not be responsible for non-receipt/late receipt of any communication due to postal or any other reason.
12. Canvassing in any form will be a disqualification.
13. Reservation for SC/ST/OBC/PH/XSM etc. including relaxation in age is applicable as per rules.
14. The applicant may please note that Government has given in principle approval of closure of the organization.
15. Candidates doing private practise will not be considered as experience.

Intending eligible Candidates should send their applications in the attached format indicating name of post, name, address, qualification, experience and age alongwith copies of certificates including date of birth so as to reach the **Personnel & Administration Department, Hindustan Prefab Limited, Jangpura, New Delhi-110014** on or before **13<sup>th</sup> November, 2019**.

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