



RASHTRIYA ISPAT NIGAM LIMITED
VISAKHAPATNAM
Recrt. Advt. No. 04/2018

Recruitment of Company Secretary Professional

RashtriyaIspat Nigam Limited (RINL) is the corporate entity of Visakhapatnam Steel Plant (VSP), India's first shore-based integrated Steel Plant built with state-of-the-art technology and a prime producer of long steel products in the country having extensive market in infrastructure, construction, automobile, electrical and forging industry. With an annual turnover of over Rs16000 crores, VSP is gearing up production to achieve rated capacity of 7.3 Mtpa liquid steel having three Captive Mines and 25 Marketing Branches Pan India. Forged Wheel Plant is another unit of RINL being setup at Raebareli, UP.

The Plant is an epitome of technological marvel crafted in nature's lap, where environment sustenance comes first and a tree is grown for every metric tonne of production capacity added. The residential township is unique of its kind with dense foliage, beautiful parks, wide roads and provides all modern amenities within the vicinity.

RINL invites applications for the following post:

Post	Scale of Pay and Grade	Vacancies	Upper Age Limit (as on 01 st May 2018)
General Manager(E-8) / Dy General Manager(E-7) / Asst. General Manager(E-6) - (Company Affairs)	Rs 51,300 – 3% – 73,000/-*	01 (UR)	55 years for E-8 52 years for E-7 50 years for E-6
* pre-revised scale of pay.			
In case applicants with required eligibility criteria are not available for E-8 grade, candidates with less experience will be considered for lower grade with corresponding designation.			

A. EMOLUMENTS (Allowances and Benefits):

The selected candidates will normally 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, they would be entitled to Industrial Dearness Allowance, Perks and allowances under Cafeteria Approach presently @ 46% of the basic pay (after adjusting the recurring expenditure on maintaining and running infrastructure facilities), Leave and Encashment of Earned Leave, Contributory Provident Fund, Gratuity. The approximate CTC as per 2007 pay scales is Rs. 24.62/- Lakhs per annum for E-8/E-7/E-6 grade

In addition, the Company offers free Medical Treatment for Self, Family and dependant parents as per company's rules. Further, the candidates would be entitled to Performance Related Pay (depending on the Profit, MoU Rating and individual's performance).

In case of candidates from other PSUs/Government Sectors, pay shall be protected as per the rules of the company.

Note: The pay scales of executive employees are due for revision w.e.f 01-01-2017.

B. Educational Qualifications:

- Full time regular Bachelor's Degree from a recognized University with a minimum 50% of the marks in 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 like ACA / ACMA or both.
- Fellowship of ICSI will also be preferred.

C. Post Qualification Experience: (As on 01-05-2018)

The Candidates should have post qualification experience of minimum 23 years for E-8 grade; 20 years for E-7 grade and 17 years for E-6 grade of which the latest experience of minimum of 10 years (for E-8 grade); 8 years (for E-7 grade) and 6 years (for E-6 grade) should be in the Company Secretary's office in the areas of:

- Company law matters;
- Listing requirements and Stock Exchange Matters
- Patents and Trade Marks;
- Corporate Governance Matters;
- SEBI / Stock Exchange Regulations / Listing requirements / Shares related matters including issue matters.

a) For candidates from PSEs / Government Sector:

Candidates working in PSEs or Govt Sectors should have minimum one year in immediate lower grade of Schedule 'A' Public Sector Enterprise (i.e., For E-8 grade, he/she should put in minimum 1 year of services in E-7 grade or equivalent; for E-7 grade, he/she should put in minimum 1 year of services in E-6 grade or equivalent and for E-6 grade he/she should put in minimum 1 years of services in E-5 grade or equivalent).

Application of the candidates employed in PSU/ Govt Sector has to be forwarded through proper channel.

b) For candidates from Private Sector:

- i. Latest experience should be in a large Commercial / Public Limited Company with an Average Turnover of not less than Rs.3000 Crores in the immediate 2(Two) preceding financial years. The candidate should enclose the audited Profit and Loss statement of the Company for the last two years as proof.
- ii. The candidate should be drawing total gross monthly emoluments of not less than Rs 1,80,000/- for E-8 grade; Rs. 1,60,000/- for E-7 grade and Rs. 1,50,000 for E-6 grade. Candidates shall enclose their latest self attested copy of Form 16 under IT Act along with their application as proof of emoluments.
- iii. The candidates should attach a sheet indicating the reporting relationship, hierarchy along with the application.

c) Internal Candidates: Internal Candidates should apply through proper channel, Applications of internal candidates should be forwarded through HoD of concerned Department to Executive Establishment within the stipulated time period.

D. Selection Methodology:

Selection shall be through shortlisting of eligible applications followed by Personal Interview for shortlisted / eligible candidates and subject to Medical Fitness.

E. APPLICATION FEES: There is no Application / Processing fee for applying to the above post

F. How to Apply

- i) Interested and eligible candidates should apply giving full particulars as indicated in the prescribed format available on the website www.vizagsteel.com on the link **Careers**.
- ii) Application in the prescribed format filled-up in BLOCK CAPITAL LETTERS in English, with duly signed and affixed photograph should be sent by Speed Post / Registered Post / Courier in a sealed cover by super scribing the envelope “ APPLICATION FOR THE POST OF _____ ” to **AGM(HR)-Rectt, Room No. 233, HR-Recruitment Section, First Floor, B-Block, Main Administration Building, Rashtriya Ispat Nigam Limited, Visakhapatnam Steel Plant, Visakhapatnam-530 031”** so as to reach latest by **27-06-2018 with the following enclosures:**
 - SSC/Matric certificate, as a proof of age
 - Certificates pertaining to Educational qualifications (Provisional / original)
 - Copy of Associate Membership of the Institute of Company Secretaries of India, New Delhi
 - Post qualification Experience certificates, with duly signed and stamped.
 - NOC (in case of working in Govt. / Semi-Govt / PSEs)
 - Proof of Pay (in case of working in Govt. / Semi-Govt. / PSEs) / Latest Form 16 (in case of working in Private Sector)
 - Proof of Turnover i.e., audited Profit & Loss A/c for the last 2 years (in case of working in Private Sector)
 - Copy of PAN Card
 - Copy of Aadhar Card

All correspondences with the candidates shall be done through e-mail or announcement on the website only. Information regarding Personal Interview, call letters shall be provided through e-mail or to be downloaded from website. **For this purpose, candidates are advised to visit our website www.vizagsteel.com regularly for further updates.** RINL will not be responsible for any loss of e-mail sent, due to invalid / wrong email ID provided by the candidate or due to other reasons.

Note: Those candidates, who fulfill the eligibility criteria will only be considered for interview

G. GENERAL TERMS AND CONDITIONS:

1. Only Indian Nationals are eligible to apply.
2. Wherever CGPA/OGPA/DGPA or letter grade in a degree is awarded, its equivalent percentage of marks must be indicated in the application as per norms adopted by the University/Institute.
3. Candidates must attach with the application, documentary evidence in support of age, educational qualifications, experience, proof of pay, proof of Turnover, caste certificate (in case of SC/ST/OBC) and disability certificate (in case of PWD candidates). All certificates / testimonials should be in English or Hindi.
4. 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.
5. Incomplete / illegible / unsigned / multiple applications / applications not in the prescribed format or without photograph / without copies of certificates in support of age, qualification, category, experience and pay / or those received after last date will be rejected.
6. While applying, the candidates are advised to ensure that they fulfill the eligibility criteria and other requirements mentioned in this advertisement and the particulars furnished by them are correct in all respect. At any stage of recruitment process it is detected that the candidate does not fulfill the eligibility criteria and/or does not comply with other requirements as required as per 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 shortcoming(s) is/are detected, even after appointment, his/her services are liable to be terminated without any notice.
7. All qualifications should be from a recognised Board/University/Institution in India.
 8. To & fro rail fare (2nd AC) / Domestic Air fare in the economy class by the shortest route will be reimbursed for attending Interview on production of proof of journey.
 9. The final selection is subject to the candidates being found medically fit as per Company's Medical Rules.
 10. The decision of RINL in all matters relating to eligibility, acceptance, rejection of the application, mode of selection, interview, verification of testimonials and selection will be final and binding on the candidates and no enquiry or correspondence will be entertained in this regard.
 11. Candidates working in Govt. / Semi-Govt. / PSEs will have to produce "No Objection Certificate" from the present employer at the time of interview. In the event of non-submission of NOC, the candidate shall not be interviewed and no travelling expenses will be reimbursed.
 12. 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.
 13. Canvassing in any form shall disqualify the candidature.
 14. Any candidate submitting false declaration/certificate or indulging in malpractices during selection process will be disqualified and also debarred from future recruitments.
 15. In case of any dispute, the case shall be settled in the Courts of Visakhapatnam jurisdiction only.
 16. Complaints, if any, regarding the above recruitment may be lodged on Vigilance Toll Free No.1800-425-8878 and/or on our website www.vizagsteel.com under the link "Contact Us" – Vigilance.
 17. Our contact details are **Telephone No. 0891-2740405** and email id: recruitment@vizagsteel.com.
