



**Yantra India Limited**  
**A Government of India Enterprise**  
**Ministry of Defence**  
**CIN-U35303MH2021GOI0365890**

**Detailed Advertisement for the post of Company Secretary on Contractual Basis**

**Last Date for Receipt of Applications – ( 03-08-2022) i.e. 15 days from the date of publication of advertisement in employment news.**

**Yantra India Limited (YIL)** is a Public Sector Undertaking under Ministry of Defence, Government of India, with Corporate Hqrs at Nagpur (MH), incorporated vide MOD Order No. 1(5)/2021/OF/DP (Plg-V)/02 dated 24/09/2021, formed by transferring 08 production units and 05 non production units of erstwhile Ordnance Factory Board. It has vast core competency, resources, strength and expertise in manufacturing of ammunition hardware, fuses, Rocket Launchers, Composites, Various Ferrous and non-ferrous castings and materials.

YIL is looking for enterprising, dynamic and experienced '**COMPANY SECRETARY**' to work in YIL at its Corporate Office in Nagpur. Applications in the prescribed format are invited for the following Post from Indian Nationals.

**1. Details of Vacancy:**

<b>Name of the Post</b>	<b>Number of Post</b>	<b>Salary</b>	<b>Nature of Appointment</b>	<b>Age limit</b>
Company Secretary	1	Rs. 85000/- Fixed plus Suitable company accommodation	Employment on Full time Contractual Basis	Maximum 64 years. (As on 01.07.2022)

**2. Term of Appointment:**

One Year (if required by the company, can be extended further by one year and maximum up to three years on yearly basis after appraisal and review)

**3. Total Emoluments:**

Total consolidated monthly emolument shall include 85000/- Fixed + Suitable company accommodation (on payment of stipulated normal license fee).

**4. Qualifying Requirements**

#### 4.1. Essential Educational Qualification

- Should have passed the final examination of the Institute of Company Secretaries of India (ICSI) and should be an Associate / Fellow Members of ICSI.
- Working knowledge of computers.

**4.2 Desirable:** -Additional qualification in law (LL.B./LL.M.) or Chartered Accountancy shall be preferred.

4.3 Post Qualification Experience: -

#### For candidates from PSEs/Govt. Sector

No. of years of Experience	Minimum 08 years
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OR

#### For candidates from Private sector

No. of years of Experience	Minimum 10 years
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OR

#### For candidates served in Private and Public sector

No. of years of Experience	Minimum 10 years (combined experience in public and private sector)
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#### Desirable requirement for Private Sector candidates:

The candidates have the required years of relevant post qualification experience in organization which are listed in the NSE/BSE and having an average annual turnover of Rs. 1,000 crores or more (to be ascertained based on its audited annual financial statements of last 3 Financial Years).

#### Nature of Experience:

Relevant post qualification experience means relevant work experience in a Company Secretarial set-up with good understanding & knowledge of Companies Act, Rules and Regulations, SCRA, SEBI, Competition Act, FEMA Act, maintenance of statutory books/ registers/ records/ etc., Memorandum and Articles of Association etc.

It also includes having good knowledge of process, procedures and formalities of Public issue/ Right issue/ Bonus issue/ Split/ allotment of shares & certificates thereon/ listing of shares/ dividend payment/ monitoring activities of share transfer agents regarding share transfer, etc.

5. **Age limit (As on 01.07.2022):** Maximum 64 years.

6. **Nationality:** Candidate must be a citizen of India.

7. **Place of posting** : Nagpur

#### 8. Working Hours:

Working hours will be as per the office timings of YIL Corporate Hqrs. If required, as per exigencies of work, he/she would be asked to attend office on Saturdays or other Holidays without any additional compensation.

9. **Job Profile:** The roles and responsibilities shall broadly cover the following:

- i. **Compliance:** Ensures compliance of the provisions of Companies Act 2013 and Rules made there-

under and other statutes & by-laws, provisions of Corporate Governance and secretarial standards. He should also ensure compliance to various company laws as well as foreign laws related to the companies incorporated in India. Ensures that the decision taken by the Board of Directors are communicated to the desired authority and implemented. Ensures that the business/affairs of the company are conducted in accordance with its object as contained in its Memorandum of Association/Articles of association and provisions of the company. Ensure compliance with various authorities like Labor Commissioner, Registrar of Companies (ROC) etc. Ensure compliance of provisions of permission acquisition viz. permissions from various government bodies and board. Ensure compliance of the provisions related to the share capital of the company.

ii. **ARBITRATION AND CONCILIATION SERVICES**

The Company Secretary is expected to act as an advisor/ consultant on matters concerned with issue of shares, ESOP's and other securities. The Company Secretary would also provide legal support and represent the Company in certain Civil litigation and perform corporate duties. He/she would be well versed with Contracts Act, Negotiable Instruments Act, Limitation Act, and Labour Law etc. and responsible for Legal & Litigation matter of the company such as:

1. Drafting and vetting various kinds of legal documents like, Sale Deed, Lease Deed, Leave and License Agreement, Franchisee Agreement, Service Agreement, Memorandum of Understanding (MOU), Vendor Agreement, Settlement Deed and their Addendum and monitor legal obligations.
2. Interpretation of Law, ruling & regulations as well as agreements and ensured their enforceability to safeguard the interest of the Company.
3. Issue and respond to Legal Notices.
4. Coordinate with Advocates/Counsel on behalf of the Company in respect of Court Case.
5. Advise and represent the Company in different Courts and quasi-judicial body on the behalf of the Company relating breach of businesses contract, employees HR Issues, Labour Issue, Recovery Issue, etc.
6. Well versed with Arbitration proceeding and also represent the Company at Arbitration.
7. Provide legal advice to the Company and make recommendations to Management.
8. Research and prepare legal opinions/suggestion on various civil matters including claims for compensation against the Company.
9. To review important legal matters of the Company on regular basis.
10. Liaising with various statutory bodies like ROC, SEBI, RBI, EPFO, PFRDA, Stock Exchanges, Various ministries, Banks, Lawyers, Statutory Auditors.

iii. **Advising:** Advising companies on compliance of legal matters and procedural aspects, Companies Act, Labor and Industrial laws, Management, Valuation and Audit, Drafting of legal documents, Manpower planning and development etc.

iv. **Assistance:** Providing secretarial assistance to the company in the conduct of the affairs of the company including dealing with board matters, providing assistance to management in day-to-day administration activities and guidance to the Directors about their duties. Assistance in obtaining various licenses and permission under various laws applicable to the company.

v. **Co-ordination:** To co-ordinate, facilitate, call and hold; Board Meeting, Committee Meeting, Annual General Meeting, Extra Ordinary General Meetings and to attend such meetings in order to ensure compliance of legal requirements and to take follow up actions thereof. Co-coordinating /liaising with Registrar of Companies (RoC). Co-coordinating the Auditors for corporate secretarial compliance during audit.

vi. **Drafting/Preparation of documents:** Drafting Agendas, Resolutions, Minutes of Board Meetings, Committee Meeting, Annual General Meeting and Extraordinary General Meeting in consultation with Chairman and Managing Director. Drafting notice and explanatory statements

- ancillary to the resolutions of meetings/Audit. Preparation of documents for disclosure of interest filing for all Directors, Annual filing documents (Directors' report, Annual Return and with the necessary annexures and e-forms), Notices, Legal and other corporate documents. Preparation of document for appointment/reappointment and resignation/cessation of Directors and Auditors in the company. Preparation of document for the increase of authorize capital, allotment of equity shares, shares certificates necessary for allotment of shares and conduct appropriate activities connected with share transfer.
- vii. **Filing:** Filing of Balance Sheets, Profit & Loss Accounts, registering any company documents including forms, returns and application by and on behalf of the company as an authorized representative with RoC or any other competent authority. Filing of forms relating to charge creation, modification and satisfaction.
  - viii. **Maintenance:** Maintenance of minutes books of meeting of Board of Directors and shareholders of the company, statutory registers (including statutory share register) with necessary enclosures and other statutory records of the company as applicable to the company as per Companies' Act 2013 and secretarial standards.
  - ix. **Custodian:** Custodian of seal of the company, Corporate Records, Statutory Books and Registers.
  - x. **Representation:** Representing Company before the courts, tribunals, tax authorities and other statutory / regulatory authorities as and when required.
  - xi. **Communication:** Communication with various stakeholders like Government, Regulators, Authorities etc. and also maintaining Industrial relations.
  - xii. **Sign & Seal:** Approve, sign & seal agreements, leases legal forms and other official documents on the companies' behalf when authorized by the Board of Directors.
  - xiii. Any other matters relating to the company secretarial assignment including all incidental works such as legal matters, audit, accounts, report writing and compliance to various statutory, regulatory and other reporting.

## 10. How to apply

(i) Interested candidates shall submit their application form (in Hard Copy) as per the prescribed format attached hereto, and post them through speed post/courier service to the **Director (HR), YANTRA INDIA LIMITED**, Corporate HQ, Yantra India Limited, (OFIL Campus) Ambajhari, Nagpur – 440021, Maharashtra. In addition to application by speed post/courier, an advance scanned copy of the application form along-with the enclosures is be sent to **careers@yantraindia.co.in**, clearly mentioning in the subject heading 'APPLICATION FOR THE POST OF COMPANY SECRETARY'

(ii) Hard copy of the Application is to be submitted along-with 2 self-attested recent passport size photographs (in 4.4. cm x 5.8 cm dimensions). The applicant should affix his/her one photograph on the application in the space provided and the second one should be attached with application form but not pasted (with full name written on the backside for identification). Self-attested copies of documents/certificates in support of claim regarding age, qualification, experience etc. are also to be attached with application form.

(iii) Non-attachment of required documents as per application format will be treated as incomplete application and will be rejected forthwith.

(iv) It is mandatory to fill all the relevant information such as qualification details, experience details, percentage of marks etc.

(v) In case of any variation in Name/ surname/name, spelling mentioned in the Application cum Bio- data and in educational/ professional qualification certificates, application will be liable to be cancelled.

(vi) Applicant is requested to enter his/her active email address and mobile phone number which should be valid at least till the interviews are held, as all important communications will be sent to this email id and Mobile number.

(vii) YIL management will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.

(viii) The decision of YIL in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of examination (s) and interview (s) and posting of selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

## **11. Selection Process:**

Selection to the above post will be based on performance in personal interview and meeting of required Educational Qualification and Experience criteria. The Competent Authority may enhance the criteria for qualification and/or experience or may also decide conducting Written Test to shortlist the candidates for interview in the event of large no. of candidates fulfilling the eligibility criteria particularly to the above mentioned post.

### **Documents to be attached with the Application: -**

1. Graduation Certificate.
2. Associate/Fellow Membership Certificate of Institute of Company Secretaries of India.
3. LLB passing Certificate or CA Qualified Certificate (Desirable).
4. Experience Certificate/s in chronological order.
5. Any one of the Photo identity proof viz. PAN Card/Valid Driving License / Voter ID/Government issued ID.
6. NOC of the Present Employer, clearly mentioning the grade, as well as scale of pay separately, if working in Central/State Govt./PSUs/Aided Institutions etc., if applicable. Candidates can also provide NOC at the time of interview.
7. For candidates from Private Sector- Copy of audited annual financial statement for immediate past 3 years regarding annual turnover (desirable).
8. Candidates are advised to enclose clear and legible documents/certificates to avoid rejection at screening stage. These documents will be subjected to further verification with the original documents at the time of interview.

The following original documents will be verified at the time of interview. Non Production of original documents will debar the candidate from appearing for the interview.

#### **a. Date of Birth (DoB) proof:**

10th Std Passing Certificate indicating Date of Birth.  
OR School Leaving Certificate.

#### **b. Qualification**

- (i) All Certificates/Mark Sheets in support of Educational/Professional Qualification, as prescribed. (ii) Applicants who are awarded gradation under the CGPA system are required to bring proof issued by the

University/Institute converting the CGPA gradation in to appropriate percentage.

c. Experience Certificates.

i. Past Employment:

- Experience letter indicating date of joining as well as relieving.

ii. Current Employment

- Last pay slip received

d. All other certificates as per the application submitted. Note - Authenticity of documents submitted will be decided at the time of interview.

## **12. General Instructions for the candidates:**

- i. Candidate must be a citizen of India.
- ii. The appointment shall be on full time contract basis for one year (extendable further by one year and maximum up to three years). The Candidate's services can be terminated by YIL by giving one month notice or with remittance of one month's pay in lieu thereof. If candidate wishes to leave the services of YIL, he/she shall have to give three months' notice to YIL or pay three months' salary in lieu thereof.
- iii. The finally selected candidate will have to sign a contractual agreement with YIL.
- iv. The Contract shall not confer any rights or claim of extension/absorption in the Company.
- v. Candidates currently serving in Govt. /Quasi. Govt. /Public Sector Undertakings are advised to seek prior permission from their employers to apply for the notified vacancy. Such applicants shall have to submit 'No Objection Certificate' from their present employer at the time of interview, failing which they shall not be allowed to appear in interview and their candidature shall be treated as cancelled.
- vi. On final selection, such candidate who has been working in Govt./PSU/Private Entity should produce the document conveying the acceptance of his resignation from service of his/her last employer. In the absence of such document, he/she shall not be allowed to join YIL.
- vii. The decision of the YIL about the mode of selection, short listing of candidates for written test/interview etc. shall be final and binding. No correspondence will be entertained in this regard.
- viii. The candidates called for interview shall be required to produce original documents relating to educational qualifications, experience etc. for verification at the time of interview. If the identity of the candidate is in doubt or he/she is not able to produce the requisite documents or there is mismatch of information in the documents or he/she is found ineligible for the post applied or any other claim made in his application if found to incorrect, he/she will not be allowed to appear in the interview and his/her candidature will be treated cancelled.
- ix. Candidates are advised in their own interest that they should not furnish any documents or information that is/are false, tampered, fabricated and they should not suppress any material information while filling up the application Form.
- x. At any stage of appointment or later, if a candidate is or has been found guilty of any misconduct such as:
  - a) Impersonating or procuring impersonation by any person; or
  - b) Resorting to any irregular means in connection with his/her candidature during selection process; or
  - c) Using undue influence of his/her candidature by any means; or
  - d) Submitting of false certificates/documents/information or suppressing any information at any stage; or

In addition to rendering himself/herself liable to legal/criminal prosecution, will also become liable to be:

- a) Debarred with permanently or for a specified period from any examination/recruitment and/or;
- b) Discharged/removed/dismissed from service, if the act of misconduct comes to notice after his/her appointment for services to YIL.

13. **Last date to apply:** - 15 days from the date of publication of advertisement in New Papers.

**14. Contact Us:**

In case of any problem faced by the candidates in filling up the application, they may contact to HR department of YIL over phone number: 0712-2393832 between **9 AM to 6 PM on any working day, i.e., Monday to Friday.**

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**DIRECTOR (HR)**  
**Yantra India Limited**  
**(A Govt. of India Enterprises)**  
**Ministry of Defence**  
**Ambajhari, Nagpur-440021**

**APPLICATION FORM FOR THE POST OF COMPANY SECRETARY PERSONAL DETAILS**

Name (in full and BLOCK CAPITALS)			<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;">Please paste a recent colour passport size photograph</div>
Father's / Spouse Name			
Gender			
Nationality			
Date of Birth:		Age as on 01/03/2022	
Aadhar No.		Languages Known	
PAN No.		Identification Proof	
For Candidates working in Government /State Govt. / PSU / Autonomous Body: a)Name of Company / Institution b) NOC numberand date (please attach a copy)		For Candidates working in Private Sector: a) Name of Company / Institution b) Copy of Audited Annual Financial Statement and balance sheet for immediate past three years(please attach a copy). c) Experience certificate from employer.	





**Details of Computer/IT Skills:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Note:

1. Please sign across the photo pasted on the first page of Application Form.
2. The candidate is required to fill up all the columns and wherever no information is to be furnished, 'N/A' should be mentioned. Incomplete and improperly filled in Applications are liable to be rejected. No further correspondence will be entertained in this respect.
3. Self-attested photocopies of all the documents specified in the notification should be attached with the application.
4. If space becomes a constraint, the information may be attached in a separate sheet as per the prescribed format.
5. The candidates would be required to present themselves along with the above mentioned documents in original plus two copies (self-attested) at the time of the interview.

#### **Declaration**

I, \_\_\_\_\_, do hereby declare that the above information as furnished by me is true to the best of my knowledge and belief. If any of the information as furnished above is found to be incorrect, my candidature for the post applied is liable to be cancelled at any stage of the selection process.

I also certify that I am not facing any charge nor have been convicted in any corruption/ illegal gratification/criminal case and also I have not been dismissed or removed or compulsorily retired from the services of my previous Organization(s).

**Place:** \_\_\_\_\_

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Signature of the applicant**