



India Optel Limited/इंडिया ऑप्टेल लिमिटेड
A Government of India Enterprise/भारत सरकार का उद्यम
Under Ministry of Defence/ रक्षा मंत्रालय के अंतर्गत
CIN-U31909UR2021GOI012802

**ADVERTISEMENT FOR ENGAGEMENT OF COMPANY SECRETARY ON FIXED TERM
CONTRACT BASIS**
Advertisement No. IOL/HQ/HR/08/CS/2023

India Optel Limited (IOL) is a Public Sector Undertaking under Ministry of Defence, Government of India, with Corporate Headquarters at Raipur, Dehradun (Uttarakhand).

IOL is an established manufacturer of Optical / Opto-Electronics Sights/ Systems and Cables for Military and Para-military applications. The Company has promising future. Its turnover and its paid up capital are on the rise. The company offers great work environment & challenging opportunities for professionals to prove their mettle.

IOL is looking for an experienced Company Secretary on Fixed Term Contract basis, who wish to pursue a career in the Company.

1. Detailed Information of Position:

Name of the Position	Number of Positions	Total Consolidated Remuneration	Nature of Engagement	Age limit (As on closing date of advertisement)
Company Secretary	01(One)(UR)	Rs. 1,50,000/- Per Month(All inclusive)	Full time on Fixed Term Contractual Basis	Maximum 45 years.

1.1. Term of Appointment:

02 (Two) Years (if required by the company, can be extended further by one more year subject to requirement and review of satisfactory Performance.)

1.2 Total Consolidated Remuneration :

Total consolidated monthly emoluments to be Rs. 1,50,000/- (Rs. One Lakh Fifty Thousand Only) per month (All inclusive).

1.3. Qualifying Requirements:

1.3.1. Essential Educational Qualification:

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

1.3.2 Post-Qualification Experience:

Should have minimum 03 years post qualification experience as Company Secretary in either government owned companies or in reputed private companies. The candidates having required years of relevant Post Qualification Experience in Public Limited Company with paid up share capital more than 50 Crore or turnover more than 250 Crore would be preferred.

1.4. Age limit on the closing date of application: Maximum 45 years.

1.5. Place of posting: Dehradun

1.6. Working Hours:

Working hours will be as per the office timings of IOL 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.

1.7 Location: India Optel Limited (IOL) Corporate Headquarters, Dehradun.

1.8. Job Profile: The roles and responsibilities shall broadly cover the following:-

- i. **Compliance:** Ensures compliance of the provisions of Companies Act and Rules made there-under and other statutes & by-laws, provisions of Corporate Governance and secretarial standards. 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 Labour 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. **Advising:** Advising companies on compliance of legal matters and procedural aspects, Companies Act, Labour and Industrial laws, Management, Valuation and Audit, Drafting of legal documents, Manpower planning and development etc.
- iii. **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.
- iv. **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. Coordinating / liaising with Registrar of Companies (RoC). Coordinating with the Auditors for corporate secretarial compliance during audit.
- v. **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.
- vi. **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.
- vii. **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.

- viii. **Custodian**: Custodian of seal of the company, Corporate Records, Statutory Books and Registers.
- ix. **Representation**: Representing Company before the courts, tribunals, tax authorities and other statutory / regulatory authorities as and when required.
- x. **Communication**: Communication with various stakeholders like Government, Regulators, Authorities etc. and also maintaining Industrial relations.
- xi. **Sign & Seal**: Approve, sign & seal agreements, leases legal forms and other official documents on the companies' behalf when authorized by the Board of Directors.
- xii. 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.

2. How to apply:

i. Interested candidates may download the prescribed format attached herewith as "Application Format" available at IOL website www.indiaoptel.in under "Careers" section and submit the same in Hard copy through speed post/courier service to Works Manager (HR), India Optel Limited, Corporate Headquarters, OFILDD Campus, Raipur, Dehradun (UK)-248008. The last date of receipt of Applications at IOL HQ is 15 days from the opening date of publication of advertisement in Employment News/ Rozgar Samachar /Newspapers.

In addition to the hard copy of the application sent by speed post/ courier, an advance scanned copy of the application form along with enclosures (in PDF only) is to be sent to recruitment@indiaoptel.in via E-mail, clearly mentioning in the subject heading application for the position of Company Secretary on Contractual Basis.

Candidates are required to attach the following documents along with their application.

- a) Educational Qualification certificates.
 - b) Membership certificates (Essential Qualification completion certificates)
 - c) Work Experience certificates for the years as mentioned in application form.
 - d) Date of Birth proof like Aadhar card /Pan card /Voter ID /Birth Certificate etc.
 - e) Copy of audited annual financial statement for immediate past 3 years regarding annual turnover.
- ii. Non-attachment of required documents as per application format will be treated as incomplete application and will be rejected forthwith.
 - iii. It is mandatory to fill all the relevant information such as qualification details, experience details, percentage of marks etc.
 - iv. In case of any variation in name/ surname, spelling mentioned in the Application cum Bio-data and in educational/ professional qualification certificates, application will be liable to be cancelled.
 - v. 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.
 - vi. Applications received after due date will not be entertained nor any correspondence in this regard shall be entertained.
 - vii. The decision of IOL in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of examination and interview and posting of selected candidate, will be final and binding on the candidate and no enquiry/correspondence will be entertained in this regard.

3. Selection Process:

Selection to the above position will be based on performance in personal interview and meeting of required Educational Qualification and Experience criteria. The mode of Selection is through Shortlisting of eligible applications and Personal Interview for Shortlisted eligible Candidate. Shortlisting for Interview will be purely provisional. The Competent Authority may enhance the criteria for qualification and experience or may also decide to conduct Written Test to shortlist the candidates for interview in the event of large no. of candidates fulfilling the eligibility criteria to the above mentioned position.

4. General Instructions for the candidates:

- i. Candidate must be a citizen of India.
- ii. IOL reserves the right to reject any application/candidature at any stage without assigning any reason and the decision of IOL shall be final.
- iii. The engagement shall be purely temporary and on Contract basis. The Candidate's services can be terminated by IOL by giving one month notice or with remittance of one month's pay in lieu thereof. If candidate wishes to leave the services of IOL, he/she shall have to give three months notice to IOL or pay three months' salary in lieu thereof.
- iv. It is the responsibility of the candidate to satisfy that he/she meets the eligibility criteria (as mention in this advertisement) fully before applying.
- v. Applications in which the essential qualification/experience cannot be fully ascertained will be liable for rejection. Hence, candidates are advised to properly fill the application and provide necessary documents asked for.
- vi. Training/Internship period will not be counted as experience.
- vii. The finally selected candidate will have to sign a contractual agreement with IOL.
- viii. The Contract shall not confer any rights or claim of regular employment/extension/absorption in the Company.
- ix. Candidates currently serving in Government/Quasi. Government/PSU/Autonomous Body/Private Entity are advised to seek prior permission from their employers to apply for the notified vacancy/position. 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.
- x. On final selection, such candidate who has been working in Govt./Quasi Govt./PSU/Autonomous Body/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 IOL.
- xi. The decision of the IOL 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.
- xii. 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 position 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.
- xiii. 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.
- xiv. The cut-off date for age, qualification and experience will be closing date of advertisement.
- xv. IOL also reserves the right to cancel/amend the advertisement and/or the selection process there under.
- xvi. At any stage of engagement 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 IOL.

xvii. Decision of the IOL in all matters regarding eligibility of the applicant, the stages at which such scrutiny of eligibility is to be undertaken, documents to be produced, personal interview, selection of any other matter relating to engagement will be final and binding on the applicant. While applying for the position, the applicant should ensure that he/she fulfills the eligibility and other criteria mentioned and that the particulars furnished are correct in all respect. In case it is detected at any stage of engagement process that applicant does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact (s), his/her candidature will automatically stand cancelled. If any of the said shortcoming(s) is/are detected even after engagement, he/she is liable to be terminated without any notice.

xviii. Candidates working in Govt. /Quasi Govt. /PSU/ Autonomous Bodies/Private Entity should apply through proper channel. Applications not in the prescribed Format or incomplete and not accompanied by the prescribed attested certificates or received after the prescribed date and time or not routed through the present employer shall be summarily rejected.

5. Last Date of Receipt of Applications: 15 days from Opening date of Publication of the Advertisement in Employment News/ Newspapers.

6. Contact Us:

In case of any problem faced by the candidates in filling up the application, they may contact to HR department of IOL over phone number: 0135 -2787101 - 03 (Extn. 4025) or +91-7579044634 between 10 AM to 4 PM on any working day, i.e. Monday to Friday.

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Works Manager (HR)
India Optel Limited,
(A Govt. of India Enterprises)
Ministry of Defence
Raipur, Dehradun – 248 008

APPLICATION FORMAT

INDIA OPTEL LIMITED (IOL)
A GOVT. OF INDIA ENTERPRISE, UNDER MINISTRY OF DEFENCE
CORPORATE HQ, INDIA OPTEL LIMITED (OFIL CAMPUS)
RAIPUR, DEHRADUN, PIN-248008

ADVERTISEMENT NO. : _____

APPLICATION FOR ENGAGEMENT TO THE POSITION OF _____
ON FIXED TERM CONTRACT BASIS.

Name (in full and BLOCK CAPITALS)			Please paste a recent colour passport size photograph
Father's / Mother's/ Spouse Name			
Gender			
Nationality			
Date of Birth:		Age as on closing date of advertisement	
Aadhar No.		Languages Known	
PAN No.		Identification Proof	
For Candidates working in Government / Quasi Govt. / PSU / Autonomous Body: If Yes: a) Name of Company / Institution b) NOC number and date (please attach a copy)		For Candidates working in Private Sector: If Yes: a) Name of Company b) Copy of Audited Annual Financial Statement and balance sheet for immediate past three years (please attach a copy).	

Address for correspondence:

House No./Flat no.			
Street			
Nearest Rly. Station			
Post office		Pin code	
District		State	
Mobile No.		Email ID	

Educational Qualification:

Course	Year of Passing	Name of the Institute	Board/ University	% of Marks/ Grading
Matriculation				
Intermediate				
Graduation				
Post-Graduation				
Final Examination Certificate of ICSI (Institute of Company Secretaries of India)				
ICSI Membership Details (Associate or Fellow) and No.				
Any other Qualification				

Post Qualification Experience:

Sl. No.	Name of the Organization	Central Govt./State Govt./PSU/Autonomous Body/Private	Grade/ Designation	Pay level/ Basic Pay per month	Period		Total Period
					From	To	

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' or 'Nil' (whichever is applicable) should be mentioned. Incomplete and improperly filled Applications shall 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 one additional photo copy (self-attested) of the documents 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 position 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