



# देवघर विमानपत्तन लिमिटेड DEOGHAR AIRPORT LIMITED

Regd. Office- Deoghar Airport, Post -Chanddih, Deoghar- 814143 (Jharkhand)  
CIN: U93000JH2019GOI013149, Phone: 011-24632950, email: apd.deoghar@aai.aero

No. DAL/HR/2024/

Dated: 31-07-2024

Advertisement No. 2/2024/Deoghar  
For engagement of Company Secretary  
on contract basis in Deoghar Airport Limited.

Deoghar Airport Limited (DAL) is a joint venture company of the Airports Authority of India and the Government of Jharkhand to operate and maintain Deoghar Airport.

DAL invites applications for the post of Company Secretary "on a contract basis" for a period of 5 years or earlier, on a consolidated remuneration basis. The selected candidate will be posted at Deoghar Airport Limited, Deoghar, Jharkhand. Candidates who are willing to reside in Deoghar or nearby places may only apply. **Candidates who have applied for the post of Company Secretary under Adv No. 1/2024/Deoghar are not required to apply;** their applications will be considered for this advertisement.

## **AGE LIMIT**

The maximum age limit for the post of company secretary is **30 years as on 30.04 2024.**

## **REMUNERATION**

Salary for the post will be commensurate with qualification and experience. However, the maximum limit of the salary shall be Rs. 40000/- per month.

## **CONTRACT APPOINTMENT:**

The engagement will be for a period of 5 years or earlier on a contract basis.

The contract of appointment may be terminated by either side by giving 30 days' notice or by paying the contractual remuneration of one month in lieu of the notice period.

## **QUALIFICATIONS:**

The candidate should be a member of Institute of Company Secretaries of India. Preference will be given to a candidate having additional qualification of Chartered Accountant/Cost accountant and/or working experience in Govt. Organization as company secretary as on 30.04.2024.

## **EXPERIENCE:**

The candidate should have at least 3 years (post qualification) experience in a company having minimum paid up capital of Rs.10 Crore as on 30.04.2024 for the three years corresponding to the period of experience.

The candidate should have knowledge regarding compliance of Companies Act, Corporate Laws Conducting of Board Meeting(s) and performing functions of Company Secretary, as given under section 205 of the Companies Act, 2013.

## **APPLICATION FEE:**

Candidates are required to pay the 'Application Fee' through Demand Draft as per the table below:

UR/OBC	SC/ST/EWS/PWD/Ex-Serviceman
Rs. 500/-	NIL



Demand drafts should be drawn in favor of “**Deoghar Airport Limited**” Payable at Deoghar. The name of the candidate, post applied for, advertisement no. and date of birth should be clearly written on the back side of demand draft.

### **CONDITIONS:**

- Prescribed qualification are the minimum requirements and mere possession of the same does not entitle candidates to be called for interview.
- The experience is post-qualification and the minimum required. Mere possession of minimum experience does not confer any right for interview/selection.
- Any canvassing by or on behalf of the candidate or to bring political or other outside influence with regard to selection/appointment shall be a disqualification.
- Any candidate found guilty of impersonation or submitting fabricated documents or making statements, which are false or incorrect or indulging in suppression of facts, attempts to use unfair means for the purpose of engagement, will be liable for rejection.
- The candidate shall have to indicate his/her acceptance to the offer within 15 days from the receipt of offer, if not; next candidate in order of merit will be offered the appointment on similar lines. However, the Competent Authority may grant such extension of time depending upon the exigencies, if so requested. However, the final decision will be of DAL Board.
- The candidates shall have to appear for interview at their own cost.

### **SELECTION:**

- Shortlisted candidate will be called for interview, for which a separate date will be informed to the candidates in due course, on the e-mail to be provided by the candidate in his/her application form.
- Selection will be done by a committee, to be constituted by the Competent Authority.
- The selected candidate has also to assist the senior officer(s) of DAL, in addition to his/her normal duties.
- Management reserves the right to assess fitness or otherwise of the selected candidate.

### **HOW TO APPLY**

- Before applying candidate should ensure that they fulfill all the eligibility criteria mentioned in the advertisement.
- Eligible candidates **have to apply in prescribed format through offline mode only**. It is advisable that the candidate have valid email ID in order to facilitate faster communication.
- Application neatly typed on A-4 size paper in **prescribed format** should be sent to **Airport Director, Deoghar Airport, Deoghar Airport Limited, Vill: Katia, Post: Chanddih, Deoghar Jharkhand, Pin Code: 814143** along with self-attested copies of experience certificate(s) and copies of acquired educational/professional qualification certificate & mark-sheet plus self-attested copy of certificate and marksheet (s) of Company Secretary qualification latest by 31<sup>st</sup> August 2024.
- Application duly signed by the candidate, with passport size photograph affix and accompanied by copy of above said document must be sent in a sealed envelope super scribing “**Application for engagement of Company Secretary on contract basis vide Advt. No. 2/2024/Deoghar**”
- Note: Any application received without copy of complete documents/signature/photograph/Demand Draft (if applicable) will be rejected.
- Before submitting the application, candidates should ensure that all the entries are properly filled and correct. Only duly signed application will be considered.



**MISCELLANEOUS:**

- Shortlisted Candidate, who will be called for interview, should come along with all the relevant certificates/testimonial, in originals for verification purposes only. Non -bringing of original documents for verification purposes only will lead to rejection of candidature at any stage during the process of engagement.
- DAL shall not be liable for any damage/injury/loss to the individual, if any, sustained during the entire engagement process and journey.

**VENUE, TIME & DATE OF INTERVIEW:**

- Venue, Time and Date for the post of the Company Secretary will be informed shortly/separately via email only. DAL cannot be held responsible for filing wrong e-mail ID by the Applicant in his/her application Format.

**LAST DATE:**

- The last date of receipt of application along with all requisite documents at Deoghar Airport Limited is 31<sup>st</sup> August 2024.

*Rishpaijali Kumar*  
31/07/2024.

Manager (HR)  
For Chief Executive Officer  
Deoghar Airport Ltd.





# देवघर विमानपत्तन लिमिटेड DEOGHAR AIRPORT LIMITED

APPLICATION FOR THE POST OF COMPANY SECRETARY  
(ON CONTRACT BASIS)

Paste Recent  
Passport Size  
Photograph

Last Date:31.08.2024

All fields are mandatory. Please read the detailed advertisement prior to filling up the form. •

1.	Name (Block Letters)	
2.	Gender	
3.	Father's Name	
4.	Mother's Name	
5.	Date of Birth and Age as on 30.04.2024	
6.	State of domicile and nationality	
7.	E-Mail ID	

**All correspondence to the candidates will be made via e-mail on the email ID provided by the candidate in the application form only. No other method of communication will be adopted.**

7(a)	Contact /Current Residential address	Permanent Address
8	Contact No	
9.	Religion	





15. Professional Experience from the First Job/Rank onwards to Current job/Rank (in chronological order): (Use separate sheets, if required)

Sl No	Designation/ Rank	Organization/ Company	Central govt/ PSU/ Private	Period of working		Gross Pay	Reason for leaving
				From (dd/mm/yy)	To (dd/mm/yy)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

(Note: Please give complete details for the experience profile like date, month & year)

16. Pen Picture details (to be typed in about 500 words on a separate sheet and enclose to the application with your name legibly written on the top of the paper.)

- i. Detailed picture of the current position held.
- ii. Pen picture of professional experience, achievements and significant contribution in the field.

I hereby declare that the above statements are true and complete to the best of my knowledge and belief. I understand that in event the information is found to be false or incorrect, my candidature/appointment may be considered as terminated without any notice

Place:

Date:

Signature of the candidate

Note: The candidate is required to fill up all the columns. In the event of failure to enclose/fill up the aforesaid details (including details sought at Sl. No. 16 above) the application form will be summarily rejected).

