

बीईएमएललिमिटेड

(भारत सरकार का उपक्रम)



बीईएमएल सौधा, 23/1, चौथा मेन रोड, संपंगिरामनगर, बेंगलूर – 560 027, भारत

BEML LIMITED

(A Govt of India Undertaking)

BEML Soudha, 23/1, 4th Main, Sampangirama Nagar, Bangalore-560 027, INDIA

RECRUITMENT OF MANAGEMENT TRAINEE – COMPANY SECRETARY

BEML Limited, a Pioneer in Multi - Business (Mining & Construction, Rail & Metro and Defence & Aerospace, etc.) Heavy Engineering Company with a large Customer network across the globe. The Annual Turnover of the company is around Rs.3000 Crores. We are looking for High Performing, Dynamic & Achievement-Oriented Professionals (Company Secretary) as per the details below:

Sl. No	Position	Qualification	Pay Scale (Rs.)	Upper Age Limit*
1	Management Trainee – Company Secretary MT(CS)	Graduate with qualified Company Secretary with membership of the Institute of the Company Secretary of India.	40,000-1,40,000	27 Years as on 04.12.2020

* Also refer to point (iv) of General Conditions.

- Note: 1. The above mentioned upper age limit is for General category. Age relaxation for SC/ ST / OBC/ PWD candidates will be as per the Govt. of India guidelines.
2. Reservation for SC/ST/OBC/ PWD candidates will be as per the Govt. of India guidelines.

JOB DESCRIPTION & RESPONSIBILITIES

Company Secretary (CS) Department is a vital link between the Company & its Board of Directors, Shareholders, Government, Regulatory Authorities and all other stake-holders. The CS Department and its officials ensure that the Board procedures under various statutes are followed, regularly reviewed as it provides support to Chairman and the Directors to fulfill their responsibilities under various laws & directives. The Company Secretary, being one of the “Key Managerial Personal” under the Companies Act is also considered to be a keeper of Corporate Governance.

The job responsibilities for the above position shall be inter-alia including the following :

- To support the Company Secretary towards ensuring complete compliance as per Statute, Government & Company Rules & Regulations.
- He/ She will be responsible for preparing various minutes, updating Registers, maintaining data base/ records and filing various Returns & Reports.
- He/ She would assist the Company Secretary in preparation of various Annual/ statutory Reports, convening Annual General Meetings, Board Meetings, in-Company meetings, etc.
- The incumbent will assist in co-ordination activities with Ministry of Corporate Affairs, Registrar of Companies (ROC), Statutory/ Government Auditors and various other authorities. He/ She would be also required to maintain close co-ordination with internal & external stake holders including making necessary communication, circulation of minutes, follow-up activities, etc.

- v. He/ She is required to handle all matters related to Share certificates, transfer of shares, related Complaints, etc.

TRAINING PERIOD

Selected candidates will undergo training for a period of one year, from the date of their joining. On successful completion of their training period and on assessment of suitability they will be absorbed as Officer (Grade-II) in the same pay scale with one additional increment (@3% of Basic Pay) and will be on probation for a period of one year.

REMUNERATION

Selected candidates will be placed on a starting basic pay of Rs.40,000/- pm in the pay scale of Rs.40,000-1,40,000 during their training period. Apart from the above, Dearness Allowance and applicable allowances under cafeteria will also be payable as per Company Rules.

SERVICE BOND

- i. Selected Candidates are required to execute a Service Bond to serve the Company for a period of 4 years including training period, failing which candidates are liable to pay the liquidated damages amounting to Rs.2,00,000/-. An amount of Rs. 4,000/- pm will be recovered for 47 months and the balance amount will be recovered in the last instalment for liquidated damages of Rs.2,00,000/-. After successful completion of the bond period, the security deposit will be refunded with interest.
- ii. In case of breach of the service agreement during the bond period, the security deposit will be forfeited.

GENERAL CONDITIONS

- i. Only Indian Nationals may apply.
- ii. Age, Qualification & Experience stipulated above should be as on **04.12.2020**.
- iii. Reservations for SC / ST / OBC/ EWS candidates will be as per the Govt. of India guidelines.
- iv. The upper age limit indicated above is for general category. Age relaxation for SC / ST / OBC will be as per the Govt. of India guide lines i.e., **5 years for SC/ST and 3 years for OBC candidates**.
- v. SC/ST candidates are required to submit SC/ST Caste Certificate in the format as applicable for appointment to posts under Government of India.
- vi. OBC candidates** are required to submit Other Backward Class Certificate ('Non-Creamy Layer*') (Certificate should be in the format as applicable for appointment to posts under Government of India). OBC candidates are also required to furnish a self-undertaking that they belong to OBC (Non-Creamy Layer) by filling and signing the self-undertaking in the format provided along with the application format.
 - i. [Note: **OBC Candidates: Candidates belonging to those Communities which are recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No.36012/22/93-Estt.(SCT) dated 08.09.1993.
 - b. *Non- Creamy Layer : The gross annual income of parents of the candidate should not be more than Rs.8 lakhs in last three consecutive years in line with DOPT OM No.36033/1/2013-Estt.(Res) dated 13.09.2017.]

- vii. PWD candidates are required to submit PWD Certificate in the format as applicable for appointment to posts under Government of India.
- viii. The candidates should ensure that he/she fulfills the eligibility criteria and other norms mentioned in the advertisement as on the specified dates and that the particulars furnished are correct in all respects. In case, it is detected at any stage of the recruitment process that a candidate doesn't fulfill the eligibility norms and/ or that he/ she has furnished any incorrect/ false information or has suppressed any material/ fact(s), his/ her candidature shall stand automatically cancelled. If any of the above shortcoming(s) is/ are detected even after appointment, his/ her services are liable to be terminated without notice.
- ix. Mere meeting the conditions of the advertisement by the candidate(s) will not automatically entail them to be called for Test/Interview/ Selection & Appointment.
- x. Management reserves the right to restrict the number of candidates.
- xi. Management also reserves the right to cancel the advertisement and / or the selection process at its discretion.
- xii. Candidates will have an option to answer/ reply in Hindi if so desired at the time of interview.
- xiii. Intimation regarding interview (On-line) etc., will be sent only through e-mail. Also the list of shortlisted/selected candidates for interview/final selection, will be uploaded in Company's website.

HOW TO APPLY

- i. Applicants shall apply by downloading the Application form available in the BEML Ltd., Website (https://www.bemlindia.in/Current_job.aspx) and forward the filled Application form along with detailed CV and all requisite documents/certificates supporting the qualifications, experience if any, etc., as a single '.pdf' file by 04.12.2020 by e-mail to recruitment@beml.co.in clearly indicating in the Subject : "Application for the Position of MT(CS)"
- ii. Applications not received within the stipulated date or Applications received without photograph/ signature/ attachments/ proper documents will be summarily rejected without any further correspondence.

For any queries in the matter, applicant may contact Recruitment Cell on Phone No: 080 - 22963279 & E-Mail Id: recruitment@beml.co.in.

Date : 20.11.2020

(Advt. No.KP/S/06/2020)

Corrigendum/ Addendum, if any will be hosted in BEML Website only.