

VACANCY NOTICE
(No. GMRL/HR/03)
RECRUITMENT FOR THE POSTS OF COMPANY SECRETARY IN GMRL

Gurugram Metro Rail Limited (GMRL) is a 50:50 Joint Venture Company of Government of India & Government of Haryana incorporated on 27.02.2024 under the Companies Act, 2013 to implement the Mass Rapid Transport Projects in Gurugram, Haryana.

GMRL invites applications from eligible Indian Citizen for filling-up the post of Company Secretary in GMRL on Contract Basis as per details given below:-

S.No.	POST	NO. of Vacancies	Place of Posting	Monthly Salary & Emoluments (Cost to Company basis)
1.	Company Secretary-on Contract basis	01	Gurugram	Total Monthly Salary Rs. 87000/- (all inclusive) <i>Annual Increment @ 3% p.a. on the Salary Amount at above, subject to satisfactory annual performance appraisal reports</i>

The eligibility criteria and other details are as under:

A. Qualification:

- (i) Essential: Fellow/Associate Member of Institute of Company Secretaries of India (ICSI).
- (ii) Desirable: Bachelor of Law (LLB), M.Com

B. Experience:

A minimum of 8 years' experience as a Company Secretary out of which a minimum of 3 years should be in a Private/ Public company having paid up share capital of Rs. 20 Crores or more (Kindly attach documentary proof).

C. Age: Maximum 42 years as on the date of advertisement.

D. Job Description:

- i. Excellent knowledge of Company Law and its application including Secretarial Standards, DPE Guidelines as applicable to CPSE/SPSE and other laws as applicable to a company under the companies Act, 2013 and relevant statutes.
- ii. Drafting of Notice, Agenda and conducting the Board, Committees, Shareholders and other meetings of the Company & its subsidiaries and preparing minutes thereof. Passing Resolutions as per Companies Act, 2013 and the Rules made there under.
- iii. Drafting of Annual Report which includes Notice of Annual General Meeting, Directors Report and Corporate Governance.
- iv. Preparation and Maintaining Secretarial Records of Company viz; Statutory Books and Registers.
- v. Preparation and filing of e-forms, returns and applications with Registrar of Companies (ROC) through portal of MCA.
- vi. Ensuring all complications under the Companies Act, 2013 and other laws applicable to the Company.
- vii. Vetting of various agreements and giving inputs thereon.

- viii. Updation on new developments in various laws and regulations in the area of work of a CS.
- ix. Such other work as may be assigned by the Board of Directors or the Managing Director.
- x. The Company Secretary would report to the Managing Director of the company.

E. Selection procedure:

Interested candidates, who fulfill the eligibility criteria, are required to submit following documents:

- i. A duly filled in Application form in the prescribed format, which is available on website.
- ii. Recent passport size photograph pasted in the space provided in the Application Form.
- iii. One set of photocopies of supporting testimonials for date of birth, qualification, experience etc. Application without copies of required documents / certificates will be rejected. Original certificates will be required at the time of interview.
- iv. If the candidate is working in private sector / public Company, he/she is required to submit a certificate from the employer certifying that the employee concerned is /was working in the Company.

F. Term of Fixed Term Employment Contract: The selected candidate will be appointed on a Fixed Term Employment Contract for a period of **three (3) years extendable at the discretion of the Board** based on the annual performance review reports of the candidate.

The tenure can be extended or curtailed as per the requirements of the Company. The contract could be terminated at the discretion of the management during the period of contract, and /or in the event of unsatisfactory performance.

G. General Instructions:-

- 1. The selected candidate will be posted at Gurugram.
- 2. Experience and Age will be counted as on the date of advertisement.
- 3. Applications which are incomplete or are received late will not be entertained.
- 4. GMRL will not be responsible for non-delivery of e-mail / delivery of e-mail to junk or spam folder or delay in receipt of application due to any reason.
- 5. Any applicant not meeting the aforesaid requirements shall not be considered.
- 6. Shortlisted candidates list shall be conveyed separately and they will have to appear for interview on the scheduled date and time with all original documents/ testimonials and experience certificate at their cost.
- 7. **Canvassing in any form shall disqualify the candidate.**
- 8. Management reserves the right to change in above schedule/conditions, based on requirements.

H. Submission of Form:

The candidates willing to apply for the post of Company Secretary are required to submit their applications in the prescribed format giving details about qualification, experience and career achievements (in a separate sheet) along with self-attested supporting documents on or before 15.04.2025 upto 5:00 PM at the under mentioned address/designated Email ID, by hand or by post OR through E-mail in hard copy/soft copy :-

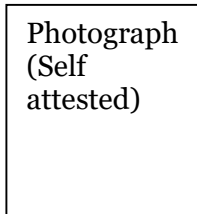
Applications should be addressed to the:

Managing Director
Gurugram Metro Rail Limited
C-3, HSVP Complex,
Sector-6, Panchkula-134109

The application can also be sent in soft copy at the **designated Email ID: jobgmrl@gmail.com**

Managing Director
Gurugram Metro Rail Limited

Format of Application
Application for the post of _____



A. Personal Information:

- i. Name :
- ii. Father Name :
- iii. Mother Name :
- iv. Date of Birth :
(Proof to be attached)
- v. Age as : (YY/MM/DD)
(as on date of advertisement)
- vi. Gender :
- vii. Nationality :
- viii. Permanent address :
(Complete address with PIN)
- ix. Mobile No. :
- x. E-mail address :
- xi. Adhaar card no. :
(Photocopy to be attached)

B. Educational /Professional Qualifications:

(Self attested certificates to be attached in support of educational qualification)

S.No	Qualification	Name of University/Institute	Duration of the course	Whether Full-Time or otherwise (Please mention if applicable)

*Should be exactly as per Degree/Diploma issued by the university.

C. Experience/Position held (in support of the total requisite experience of 8 years, post qualification as Company Secretary self attested certificates to be attached)

S.No	Complete Designation	Name of the Organisation	Pay scale	Period		Brief Job Profile
1	2	3	4	5	6	6
				From	To	

*The positions should be indicated in order of the most recent assignment.

D. (a) Whether any penalty/ punishment was awarded to the applicant during the last 5 years.

If yes, the details thereof

- i) Civil Criminal
- ii) Departmental Enquiry

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(b) Whether any civil or criminal action or enquiry is going on against the applicant as far as his /her knowledge goes

If yes, the details thereof

- i) Civil Criminal
- ii) Departmental Enquiry

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E. Any other relevant details:

Date : _____

(Signature)

Place: _____

Verification:

I, _____ do hereby certify that all the information given above are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Date : _____

(Signature)

Place: _____