

RECRUITMENT RULES FOR THE POST OF COMPANY SECRETARY

(As approved by the Board in their 247 Meeting held on 26.06.2013)

1	Name of Post	:	Company Secretary
2	Classification	:	Group 'A' Post (E-4)
3	Whether selection post or Non selection post	:	Selection
4	Scale of Pay	:	Rs.29,100-54,500 (IDA)
5	Age limit for direct recruitment	:	Not exceeding 55* years as on 1st Jan of Recruitment year.
6	Educational and other Qualifications for direct recruitment.		<u>Essential Qualifications :</u> Associate Membership of the Institute of Company Secretaries of India and Degree in Law (3 years duration). <u>Desirable Qualifications:</u> Additional qualification of CA/ICWA. <u>Experience:</u> 10 years post qualification experience in the related field, being responsible for handling Company Secretariat matters in large organization/PSU, out of which 5 years should be in Senior Managerial position (equal to E-2 level of NSC) in related field. Should be well versed in corporate laws and allied matters. Weightage will be given to those having handled similar functions in an independent capacity and to those who have additional professional qualifications in Finance, Personnel or Legal disciplines. Those working in PSUs/Govt. should have 2 years experience in the next below scale of Rs.24,900-50,500 OR 5 years experience in the scale of Rs.20,600-46,5000 and above, or equivalent in related field.
	Period of Probation		One year extendable by maximum period of one more year, if considered necessary.
8	Method of Recruitment.	:	100% by direct recruitment.

- * { **1. Age Relaxation as per Govt. Rules**
2. No age bar for Departmental Candidates }
