



**Yantra India Limited**  
**A Government of India Enterprise**  
**Ministry of Defence**  
**CIN-U35303MH2021GOI0365890**

**Detailed Advertisement for the post of Company Secretary on Contractual Basis**

**Last Date for Receipt of Applications 15 days from date of Advertisement.**

**Yantra India Limited (YIL)** is a Public Sector Undertaking under Ministry of Defence, Government of India, with Corporate Hqrs at Nagpur (MH), incorporated vide MOD Order No. 1(5)/2021/OF/DP (Plg-V)/02 dated 24/09/2021, formed by transferring 08 production units and 05 non production units of erstwhile Ordnance Factory Board. It has vast core competency, resources, strength and expertise in manufacturing of ammunition hardware, fuses, Rocket Launchers, Composites, Various Ferrous and non-ferrous castings and materials.

YIL is looking for enterprising, dynamic and experienced '**COMPANY SECRETARY**' to work in YIL at its Corporate Office in Nagpur. Applications in the prescribed format are invited for the following Post from Indian Nationals.

**1. Details of Vacancy:**

<b>Name of the Post</b>	<b>Number of Post</b>	<b>Salary</b>	<b>Nature of Appointment</b>	<b>Age limit</b>
Company Secretary	1	Rs. 85000/- Fixed plus Suitable company accommodation	Employment on Full time Contractual Basis	Maximum 60 years.* (As on 01.10.2023)

\*In the advertisement published in Employment News 02-08 August 2023, Maximum Age Limit is 64 years (as on 01/10/2023). However, the same has been reviewed and reduced to 60 years (as on 01/10/2023).

**2. Term of Appointment:**

One Year (if required by the company, can be extended further by one year and maximum up to three years on yearly basis after appraisal and review)

**3. Total Emoluments:**

Total consolidated monthly emolument shall include 85000/- Fixed + Suitable company accommodation (on payment of stipulated normal license fee).

**4. Qualifying Requirements**

**4.1. Essential Educational Qualification**

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

**4.2 Desirable:** -Additional qualification in law (LL.B./LL.M.) or Chartered Accountancy shall be preferred.

4.3 Post Qualification Experience: -

**For candidates from PSEs/Govt. Sector**

No. of years of Experience	Minimum 05 years
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OR

**For candidates from Private sector**

No. of years of Experience	Minimum 06 years
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OR

**For candidates served in both Private and Public sector**

No. of years of Experience	Minimum 05 years (combined experience in public and private sector)
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**Desirable requirement for Private Sector candidates:**

The candidates have the required years of relevant post qualification experience in organization which are listed in the NSE/BSE and having an average annual turnover of Rs. 1,000 crores or more (to be ascertained based on its audited annual financial statements of last 3 Financial Years).

**Nature of Experience:**

Relevant post qualification experience means relevant work experience in a Company Secretarial set-up with good understanding & knowledge of Companies Act, Rules and Regulations, SCRA, SEBI, Competition Act, FEMA Act, maintenance of statutory books/ registers/ records/ etc., Memorandum and Articles of Association etc.

It also includes having good knowledge of process, procedures and formalities of Public issue/ Right issue/ Bonus issue/ Split/ allotment of shares & certificates thereon/ listing of shares/ dividend payment/ monitoring activities of share transfer agents regarding share transfer, etc.

**5. Age limit (As on 01.10.2023):** Maximum 60 years.

**6. Nationality:** Candidate must be a citizen of India.

**7. Place of posting :** Nagpur

**8. Working Hours:**

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

**9. Job Profile:** The roles and responsibilities shall broadly cover the following:

- i. **Compliance:** Ensures compliance of the provisions of Companies Act 2013 and Rules made there-under and other statutes & by-laws such as forex laws, Registrar of Companies (ROC), provisions of Corporate Governance and secretarial standards.

- ii. **Advising:** Advising companies on compliance of legal matters and procedural aspects, Companies Act, Labor 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. Drafting Agendas, Resolutions, Minutes of Board Meetings, Committee Meeting, Annual General Meeting and Extraordinary General Meeting in consultation with Chairman and Managing Director.
- v. **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.
- vi. **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.
- vii. **Communication:** Communication with various stakeholders like Government, Regulators, Authorities etc. and also maintaining Industrial relations.
- viii. **Sign & Seal:** Approve, sign & seal agreements, leases legal forms and other official documents on the companies' behalf when authorized by the Board of Directors.
- ix. 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.

## 10. How to apply

(i) Interested candidates shall submit their application form (in Hard Copy) as per the prescribed format attached hereto, and post them through speed post/courier service to the **Director (HR), YANTRA INDIA LIMITED**, Corporate HQ, Yantra India Limited, (OFIL Campus) Ambajhari, Nagpur – 440021, Maharashtra. In addition to application by speed post/courier, an advance scanned copy of the application form along-with the enclosures is to be sent to **careers@yantraindia.co.in**, clearly mentioning in the subject heading 'APPLICATION FOR THE POST OF COMPANY SECRETARY'

(ii) Hard copy of the Application is to be submitted along-with 2 self-attested recent passport size photographs (in 4.4. cm x 5.8 cm dimensions). The applicant should affix his/her one photograph on the application in the space provided and the second one should be attached with application form but not pasted (with full name written on the backside for identification). Self-attested copies of documents/certificates in support of claim regarding age, qualification, experience etc. are also to be attached with application form.

(iii) Non-attachment of required documents as per application format will be treated as incomplete application and will be rejected forthwith.

(iv) It is mandatory to fill all the relevant information such as qualification details, experience details, percentage of marks etc.

(v) In case of any variation in Name/ surname/name, spelling mentioned in the Application cum Bio- data

and in educational/ professional qualification certificates, application will be liable to be cancelled.

(vi) 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 i.e. schedule of interview, queries will be sent to this email id / mobile number.

(vii) The decision of YIL in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of examination (s) and interview (s) and posting of selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

### **11. Selection Process:**

Selection to the above post will be based on performance in personal interview and meeting of required Educational Qualification and Experience criteria.

#### **Documents to be attached with the Application: -**

1. Graduation Certificate.
2. Associate/Fellow Membership Certificate of Institute of Company Secretaries of India.
3. LLB passing Certificate or CA Qualified Certificate (Desirable).
4. Experience Certificate/s in chronological order.
5. 10<sup>th</sup> Standard Passing Certificate /Matriculation Certificate indicating Date of Birth.
6. Any one of the Photo identity proof viz. PAN Card/Valid Driving License / Voter ID/Government issued ID.
7. NOC of the Present Employer, clearly mentioning the grade, as well as scale of pay separately, if working in Central/State Govt./PSUs/Aided Institutions etc., if applicable. Candidates can also provide NOC at the time of interview.
8. For candidates from Private Sector- Copy of audited annual financial statement for immediate past 3 years regarding annual turnover (desirable).
9. Candidates are advised to enclose clear and legible documents/certificates to avoid rejection at screening stage. These documents will be subjected to further verification with the original documents at the time of interview.

### **12. General Instructions for the candidates:**

- i. Candidate must be a citizen of India.
- ii. The appointment shall be on full time contract basis for one year (extendable further by one year and maximum up to three years). The Candidate's services can be terminated by YIL by giving one month notice or with remittance of one month's pay in lieu thereof. If candidate wishes to leave the services of YIL, he/she shall have to give three months' notice to YIL or pay three months' salary in lieu thereof.
- iii. The finally selected candidate will have to sign a contractual agreement with YIL.
- iv. The Contract shall not confer any rights or claim of extension/absorption in the Company.
- v. Candidates currently serving in Govt. /Quasi. Govt. /Public Sector Undertakings are advised to seek prior permission from their employers to apply for the notified vacancy. Such applicants shall have to submit 'No Objection Certificate' from their present employer at the time of interview.
- vi. On final selection, such candidate who has been working in Govt./PSU/Private Entity should produce the document conveying the acceptance of his resignation from service of his/her last employer.
- vii. The decision of the YIL 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.

viii. At any stage of appointment 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 YIL.

His / Her candidature of the post will be rejected and no further claim will be accepted.

13. **Last date to apply:** - 15 days from the date of publication of advertisement in Employment News.

**14. Contact Us:**

In case of any problem faced by the candidates in filling up the application, they may contact to HR department of YIL over phone number: 0712-2391079 between **9 AM to 6 PM on any working day, i.e., Monday to Friday.**

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**DIRECTOR (HR)**  
**Yantra India Limited**  
**(A Govt. of India Enterprises)**  
**Ministry of Defence**  
**Ambajhari, Nagpur-440021**

**APPLICATION FORM FOR THE POST OF COMPANY SECRETARY PERSONAL DETAILS**

Name (in full and BLOCK CAPITALS)			Please paste a recent colour passport size photograph
Father's / Spouse Name			
Gender			
Nationality			
Date of Birth:		Age as on 01/10/2023	
Aadhar No.		Languages Known	
PAN No.		Identification Proof	

**Address for Communication**

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



**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' should be mentioned. Incomplete and improperly filled in Applications are 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 two copies (self-attested) at the time of the interview.
6. Please attach NOC issued by present employer (in case of candidate working in Government/State Government/PSU/Autonomous Body).
7. Please attach copy of Audited Annual Financial Statement and Balance Sheet for immediate past three years (for candidate working in private sector).

#### **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 post 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**