



HSRC INFRA SERVICES LIMITED
(Formerly High Speed Rail Corporation of India Limited)
(A wholly-owned subsidiary of Rail Vikas Nigam Limited)

Regd. Office: R. No. 260, First Floor, August Kranti Bhawan, Bhikaji Cama Place, R.K. Puram, New Delhi-110 066
Ph. No. 011-26738299, Email Id info@hsrc.in, Website <http://hsrc.in/>

Date: 14.06.2023

VACANCY NOTICE NO. HSRCISL/CO/HR/HIRE(MISC)/1/2023

Advertisement for one post of Assistant Company Secretary for CS Department,
Corporate Office, New Delhi on regular basis.

HSRC Infra Services Limited (HSRCISL) (Wholly owned Subsidiary of Rail Vikas Nigam Limited, a premier Schedule "A" PSU, under the Ministry of Railway engaged in Railway Infrastructure) intends to appoint an experienced candidate on **regular basis for the post of Assistant Company Secretary, Corporate Office, New Delhi.**

The details of essential qualifications, age limit, experience, etc. along with prescribed format for application are available on the website of HSRCISL. The **Walk-In Interview** has been fixed for **27.06.2023 at 1100 Hrs.** in Aaharika, Ground Floor, Rail Vikas Nigam Limited, August Kranti Bhawan, Bhikaji Cama Place, R.K. Puram, New Delhi-110066.




Mohan Dubey
JGM finance & HR Expert
HSRC Infra Services Limited
Room No. 271, 1st Floor, August Kranti Bhawan,
Bhikaji Cama place, New Delhi-110066



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Opening Date: 14.06.2023 Walk-In Interview: 27.06.2023 (Time 1100 Hrs.)

**NOTICE FOR ENGAGEMENT OF EXPERIENCED ASSISTANT COMPANY
SECRETARY FOR CS DEPARTMENT ON REGULAR BASIS**

HSRC Infra Services Limited (HSRCISL) (100% Subsidiary of Rail Vikas Nigam Limited) a premier Schedule "A" PSU under the Ministry of Railways engaged in Railway Infrastructure .

We are looking for dynamic professionals from open market for the following post, for which applications are invited from Indian citizens:

1. DETAILS OF VACANCY TO BE FILLED IN:

S. No.	Name of the post	Number of the post
1	Assistant Company Secretary (Unreserved Category)	01 Post

2. ESSENTIAL QUALIFICATIONS, ELIGIBILITY CRITERIA, EXPERIENCE, LOCATION: The applicant should satisfy eligibility criteria regarding educational/ professional qualifications, length of experience, required Experience, Age Limit, etc. as given in Annexure-I.

Notes:

- All mandatory educational/professional qualifications should have been obtained from a recognized university/deemed university/autonomous institutes in corporate by an Act of Parliament or State Legislature in India or UGC Act or from Government approved/ recognized institutions.
- Experience gained after obtaining the minimum educational qualification prescribed for the post will be taken into consideration for ascertaining eligibility for the post.

Crucial date for determining eligibility with reference to length of post-qualification experience and others: Applicants should possess the requisite length of post-qualification



experience and should meet other eligibility criteria as on **27.06.2023**.

3. **Remuneration:** The Monthly Remuneration attached to the posts is indicated in **Annexure-I**. Statutory deductions on account of EPF (Employees' share), Income Tax, Professional Tax, etc. shall be made from the gross remuneration.

4. **Scheme of Selection:** The selection will be through **Walk-In Interview** which will be held at the Corporate Office of HSRCISL (RVNL) at 1100 Hrs on the date as indicated above in Aaharika, Ground Floor, Rail Vikas Nigam Limited, August Kranti Bhawan, Bhikaji Cama Place, R.K. Puram, New Delhi-110066. Selected Candidates will have to undergo medical examination.

5. **Other Instructions:**

- a) Candidates currently serving in Govt/Quasi Govt. offices/Public Sector Undertakings shall have to submit "No Objection Certificate" from their employer at the time of Screening/Interaction, failing which they shall not be allowed to appear in Screening/Interaction and their candidatures shall be treated as cancelled.
- b) On final selection in HSRCISL such a candidate, who has been working in Govt/PSU/private entity in any capacity, should produce the document conveying the acceptance of his resignation from service of his last employer. In the absence of such document, he/she shall not be allowed to join HSRCISL.
- c) Before coming for Walk-In Interview, candidate must ensure that he/she fulfils all the eligibility criteria as laid down in this vacancy notice. His/her candidature will be purely provisional subject to eligibility and other verifications before or after his/her appointment in HSRC Infra Services Limited.
- d) The decision of HSRC Infra Services Limited about the mode of selection, number of vacancies, eligibility conditions, short-listing of candidates for screening/interaction, etc. shall be final and binding. No correspondence will have been pertained in this regard.

6. **Verification of documents:** The candidate appearing for Walk in Interview shall be required to produce original documents relating to educational qualifications, experience, caste certificates etc. for verification and also to submit self-attested photocopies thereof at the time of walk in interview. If the identity of the candidate is in doubt or he/she is not able to produce the requisite documents or there is mismatch of information in the documents or he/she is found ineligible for the post applied for or any other claim made in this application if found to be incorrect, he/she will not be allowed to appear in the walk in interview and his candidature will be treated as cancelled.

7. **Travelling Expenses:** No travelling expenses will be paid to the candidates for appearing in Walk-In Interview.

8. **Canvassing** in any form will disqualify a candidate.



9. The process of Walk-In Interview does not involve any correspondence by HSRC Infra Services Limited with candidate at any stage regarding deficiency in application/documents, etc. It shall be responsibility of the candidate to satisfy himself as to his fulfilling the eligibility criteria, and also to furnish correct, complete and desired information/documents etc. Applicant would be required to furnish requisite documents so as to substantiate his/her eligibility for the post. No correspondence will be entertained from the candidates found in eligible or not shortlisted and thus not called for screening/interaction or for their non-selection.

10. ACTION AGAINST MISCONDUCT:

Candidates are advised in their own interest that they should not furnish any documents/information that are false, tampered, fabricated, having overwriting, having correction marks and they should not suppress any material information while filling up application.

- 11. Documents required at the time of Walk-In Interview:** The candidate should note that the following documents are required to be produced along with the photocopies of each documents in Walk-In Interview.

- a) Application form as per format at Annexure II.
- b) Matriculation Certificate (for age proof).
- c) Certificates and Mark-sheets in support of the required educational/professional qualifications.
- d) Certificates in proof of experience, clearly indicating the length and field of experience.
- e) Caste certificate (Applicable, if it is a reserved Category)
- f) Copy of the appointment letter in support of appointment to the post in the organization in which currently working alongwith valid Identity card/current pay slip issued by the company.
- g) Photo I.D. proof and address proof (Passport/Aadhaar Card/Driving License/PAN card/Voter I. Card) issued by Central/State Govt.
- h) 'No Objection Certificate' if the candidate is working in any Govt/PSU/ attached or subordinate organization or any public body substantially funded by the Govt.

- 12. Information on website only:** Any corrigendum to this notice/ further information/ details regarding applications or applicants/any other information regarding intimation for screening/ interaction/notices/results/panels shall be posted only on the official website of HSRCISL. No publication in any other media will be made. Therefore, the candidates are advised to keep updating themselves by checking the HSRCISL's website.



ANNEXURE-I

Name of Organization	HSRC Infra Services Ltd.
Name of the posts	Assistant Company Secretary - (01 post) -Unreserved
Department/Service	CS Department in Corporate Office, New Delhi
Monthly Remuneration	ACS (E-1) in IDA Scale of pay: Rs. 40,000-1,40,000/- +Allowances
Location	HSRC Infra Services Limited, Corporate Office, 1st Floor, August Kranti Bhawan, Bhikaji Cama Place, R.K. Puram, New Delhi-110066.
Age	<u>Up to 30 years as on 27.06.2023</u>
Terms of Appointment	On Regular basis
Essential Qualification	Graduation in any discipline and holding the membership of ICSI as Associate Member. Preference will be given to those candidates, who possesses a degree in Law from recognised University/Institute.
Essential Experience:	At least one year of post qualification working experience. Preference will be given to the candidates having working experience in a CPSE. Should have undergone Management Training as prescribed by Institute of Company Secretaries of India (ICSI) in a listed CPSE, & at least one-year post qualification experience preferably of a CPSE. Experience of handling SEBI (LODR) compliances, Investor grievances redressal, Prohibition of Insider Trading (PIT) Regulations, Exposure in FEMA Compliances, e-filing on MCA. Conducting of General Meeting, Board and Committee Meeting, Knowledge of DPE Guidelines, Experience in handling of Dematerialization of shares and coordination with Banks and RTA.
Physical & Medical Fitness	Applicant should be physically and medically fit. In case of selection, Candidate will have to undergo medical examination as per the Company's policy.
Selection Process	Selection will be done through Walk-In Interview on 27.06.2023 at 1100 Hrs.

* The Competent Authority may relax the Age/Experience Criteria in case of Specially Meritorious candidate.





13) Permanent Address:

.....

 Pin Code.....
 State.....

14) Contact Details:

(i) Landline Telephone No. with STD Code :.....
 (ii). Mobile No.....
 (iii) E-mail Address:

15) Educational Qualification

(Self Attested photocopies of Educational Certificates to be attached):

Exam Passed	Board/University	Year of Passing	Division/ Class	% of Marks

Note: Attach separate sheet, if the space is insufficient

16) Brief Relevant Professional Experience

(Self Attested photocopies of Certificates to be attached):

S.N	Name of the Organisation	Pvt/Govt/PSU /Semi Govt	Designation	Pay Scale	From (D/M/Y)	To (D/M/Y)	Nature of Work done

Note: Attach separate sheet, if the space is insufficient

17) Whether employed in any Central Govt./State Govt./PSUs/Semi Govt. (Yes/No):.....

(If yes, then application should either be sent through proper channel or NOC issued by Employer will be required at the time of Screening)

18) Have you ever been involved in Anti National activities?.....

If yes, please give details:

19) Have you ever been convicted?.....

If yes, please give details:

20) List of Enclosures:

Sl.No.	Details of Enclosures



DECLARATION

I hereby declare that all the details given by me are correct and necessary documentary proof will be produced at the time of screening/interaction. In case, any of the above mentioned details have been found to be incorrect or failure to produce documentary proof in support of the same, my candidature is liable to be summarily rejected at any time. In the event of my selection, I agree to abide by the rules & regulations of HSRC Infra Services Limited and in the event of failure to abide by the same my candidature is liable to be cancelled. I also understand that submitting this Application form does not give me a right to be called for Screening/Interaction.

Place:

Date:

Signature of the Candidate

