

PEC Limited

(A Govt. of India Enterprise under Ministry of Commerce & Industry)

Hansalya-15, Barakhamba Road, New Delhi-110 001

Tel: 011-23357296 Fax: 011-23327262

PEC Limited was incorporated in 1971 under the Indian Companies Act, 1956 with an objective to focus on export of engineering projects and equipment specially for small and medium enterprises and to trade in international as well as in domestic markets in commodities such as agricultural products, industrial materials, chemicals and bullion. It is with the administrative jurisdiction of Ministry of Commerce and Industry (Department of Commerce). The company has 68 regular employees. The registered office of the Company is at New Delhi. The shareholding of the Government of India in the company is 100%.

PEC Limited invites applications for the posts of **Company Secretary on "fixed term contract" basis.**

- 1) **Name of Position:** Company Secretary
- 2) **Age Limit:** 50years
- 3) **Qualification:** Should have Membership of Institute of Company Secretaries of India.
- 4) **Experience:** 05 years post qualification experience in relevant field. Experience of working in computerized environment is desirable.
- 5) **Job-Profile:**
 - Ensure compliance of Companies Act, 2013, guidelines on Corporate Government norms and other Corporate Laws applicable to the Company.
 - Convene Board Meeting, Audit Committee meeting, other Committee meetings, Annual General Meeting etc. including preparation of agenda, minutes, coordination etc.
 - Maintain books, registers, and records etc. as per the applicable laws including filing of returns etc. with concerned authorities.
 - Compliances of various other statutory obligations.
 - Liaise/ follow-up with various Government Department to ensure statutory compliance.
 - Filing of returns with registrar of companies.
 - To look after function of company secretary not limited to stated above.
 - To look after any other assigned matters of the Company.

- 6) **Remuneration**: The selected candidate will get monthly remuneration of Rs.60,000/-(all inclusive).
- 7) **Tenure of Appointment**: The initial continuous tenure of Company Secretary would be 1 year. The tenure can be extended by PEC depending upon the performance.
- 8) **Leave**: He / She shall be eligible for 12 days' leave in a calendar year on pro-rata basis. Therefore, he/she shall not draw any remuneration in case of his/her absence beyond 12 days in a year (calculated on pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year.
- 9) **Annual Increment**: He/she shall be entitled to 5% annual increment in remuneration.
- 10) **TA/DA**: No TA/DA shall be admissible for joining the assignment or on completion of the assignment.
- 11) **Other allowances**: No other facilities like DA, accommodation, telephone, conveyance/transport, LTC etc. would be admissible.
- 12) The appointment of Company Secretary will be on a temporary basis and can be cancelled at any time without assigning any reason.

PEC Limited reserves the right not to fill the above position without assigning any reasons.
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Instructions

- 1) Applications giving full particulars along with self-attested copies of Certificates/testimonials and a recent passport size photograph (non-returnable) should reach **Chief General Manager (P&A), PEC Limited, Hansalaya-15, Barakhamba Road, New Delhi - 110001 by ordinary post only** by **16/11/2019**. Please super scribe the envelope with the post applied for.
- 2) Outstation candidates called for interview will be given AC III tier train fare (Mail/Express) from the place of residence/ place of posting to place of interview by shortest route subject to production of Rail ticket.
- 3) Merely fulfilling the minimum qualifications or the eligibility criteria does not entitle a candidate to be necessarily considered or called for the interview. More stringent criteria may be applied for short-listing the candidates to be called for interview.
- 4) Applications which do not meet the criteria given in this advertisement & / or incomplete application are liable to be summarily rejected.
- 5) No correspondence will be entertained with the candidates not short listed for interview.

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APPLICATION FORMAT

Please paste
self-attested
recent
passportsize
photograph

- 1) All columns should be filled in blockletters
- 2) Incomplete applications/applications without enclosures will berejected

1. POST APPLIED FOR: _____
2. FULL NAME(BLOCKLETTERS): _____
3. FATHER'S/HUSBAND'S NAME: _____
4. (a) DATE OF BIRTH: _____
- (b) AGE : _____(YRS.)_____ (MTS)_____ (DS)
(As on the last date of application)
5. RESIDENTIAL ADDRESS:
(a) CORRESPONDENCE: _____
ADDRESS _____

- Tele. No. _____ E-mailID _____
- (b) PERMANENTADDRESS: _____

- Tele. No. _____ E-mail ID _____
6. SEX : Male Female Trans Gender
7. MARITALSTATUS : Married Unmarried
8. RELIGION : _____
9. PRESENT OFFICE ADDRESS: _____

10. CATEGORY(SC/OBC): _____
(In case PWD, please mention the percentage & category of disability)
(In case of OBC, please, attach the latest OBC (not more than 6 months old) certificate)

11. (a) PRESENT POSTHELD: _____
 (b) DATE FROM WHICH HELD: _____
 (c) NAME OF ORGANISATION: _____
 (d) SCALE OF PAY: _____
 (e) PRESENT BASIC PAY (P.M.): _____
 (f) TOTAL EMOLUMENTS (P.M.): _____

(Pl. enclose current salary slip/break-up of salary)

12. DETAILS OF SERVICE:

SL. NO.	NAME OF THE ORGANISATION	POST HELD	SERVED		LENGTH OF SERVICE	WHETHER REGULAR OR NOT	NATURE OF DUTIES PERFORMED
			FROM	TO			

13. EDUCATIONAL QUALIFICATION : (including professional qualifications, if any):

SL. NO.	EXAM. PASSED	INSTT./ UNIVERSITY	SUBJECTS STUDIED	YEAR OF PASSING	% AGE OF MARKS	DIVISION OBTAINED

14. PROFICIENCY IN COMPUTER APPLICATIONS (IF ANY): _____

15. ANY OTHER RELEVANT INFORMATION: _____

DECLARATION:

I HEREBY DECLARE THAT THE ABOVE STATEMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF. IN THE EVENT ANY INFORMATION IS FOUND TO BE FALSE OR INCORRECT, MY CANDIDATURE MAY BE TERMINATED WITHOUT NOTICE.

PLACE: _____

SIGNATURE OF THE CANDIDATE

DATE: _____