**Hemisphere Properties India Limited (hpil)**

A PSU under The Department of Telecommunications,

Ministry of Communications and IT, Govt. Of India

**Regd. Office**

**CIN - 409 – Sanchar Bhawan**

**20-Ashoka Road**

**New Delhi-110001**

The HPIL proposes to hold Walk-in-interviews for engagement of a Company Secretary on purely temporary and contract basis for a period of 12 month on the following terms & conditions:

**GENERAL CONDITION**

1. **Scope of Work:**
2. Engagement of consultant/firm will be on a part-time retainer-ship basis. However, the consultant/firm will have to attend the office as and when required by HPIL. . The scope of work will include the following:-
3. Providing full gamut of company secretarial services to company on retainer-ship basis.
4. Providing Legal updates in relation to Companies Act, 2013 including circulars, orders, rules and notifications issued thereunder
5. Convening and coordinating Board meetings including meetings through video conferencing in compliance with the provisions of the Companies Act, 2013 and preparation of statutory notice for the same;
6. Convening and coordinating AGMs and EGMs in compliance with the provisions of the Companies Act, 2013 and preparation of statutory notice for the same;
7. Preparation, finalization and maintenance of Minutes of the Board Meetings and General Meetings including resolutions by circulation, issuing certified true copies and related statutory documentation;
8. Maintaining various Statutory Registers and Minutes of the Company under Companies Act, 2013.
9. Preparing of Annual Return & Notice, Directors’ Reports, etc.
10. Providing Secretarial documentation and support in relation to taking Approval from the Central Government under various Provisions of the Companies Act.
11. Deal with ROC and Providing Secretarial documentation and support in relation to dealing with RD, C.L.B. and other authorities of Ministry of Corporate Affairs as required for the functioning of HPIL.
12. All Certification work of the Company.
13. Providing Secretarial documentation and support in relation to appearances before Company Law Board and Regional Director for compounding of offences and various Approvals.
14. Providing Consultancy on Company Law Matters.
15. Providing Secretarial documentation and support in relation to appearance in Court of Law on behalf of Companies and clients, if required.
16. SEBI matters, as and when required.
17. FEMA Consultancy and Certification for the Companies as and when required.
18. Providing Secretarial documentation and support in relation to liaison with various Government Departments, Ministries and RBI etc. and submission of statutory returns.
19. Any other work related to provide professional advisory secretarial services
20. **Eligibility Criteria :**
21. Practicing Company Secretaries or a firm having practicing company secretaries as its partner, having an experience of minimum 3 years in providing Company Secretary secretarial services to organizations of repute.

The Consultant/firm will have to submit documentary evidences to support fulfillment of the above eligibility criteria.

1. **Walk-in-interview details:-**
2. Eligible and willing candidates may Walk in for interview on **04-08-2015** along with their bio-data/application in the prescribed format (Annexure-I).
3. The application in the prescribed Performa should be on a good quality A4 size paper.
4. The candidate should report at the Reception of DoT, Sanchar Bhawan, New Delhi-110001 on or before 10.30 AM, **positively on 04-08-2015.** Candidates reporting after scheduled time will not be allowed to appear in the interview.
5. The candidates should bring along original certificates in support of his/her age , educational /professional qualification, experience etc., one recent passport size colour photograph and a set of photocopies of the relevant documents duly self attested failing which he/she will not be allowed to take the interview.
6. In case of large number of applicants, the HPIL may conduct the interviews over 2-3 days or hold a screening test or adopt any other criteria deemed appropriate to shortlist the candidates. The decision of HPIL authorities will be final and no correspondence what so ever will be entertained in this connection. **To avoid inconvenience, the applicants are advised to send a copy of their application by e-mail on** spmohapatra27@gmail.com**, by 1100 hrs on 03-08-2015**
7. **The above assignment is purely on contract basis, initially for a period of 12 months.**
8. The Incumbent selected shall have no claim what-so-ever for regularization of their services in the HPIL.
9. **Candidates are advised in their own interest to satisfy themselves about their eligibility as per the notified eligibility criteria to avoid disappointment at a later stage. Candidates meeting the eligibility criteria and producing all the prescribed documents will only be interviewed.**
10. If any candidate is found canvassing for his/her selection, he/she will be disqualified for being called for interview/being selected
11. The other terms and conditions are mentioned in Annexure-II.

**ANNEXURE-I**

**APPLICATION FORM FOR ENGAGEMENT AS COMPANY SECRETARY (ON CONTRACT BASIS)**

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| 1. | Advt. No. |  | Affix your Recent Coloured Passport size photo duly self attested |
| 2. | Name (in BLOCK letters) |  |
| 3. | Father’s Name/Husband’s Name |  |
| 4. | Address (Permanent)(Address proof to be enclosed) |  |
| 5. | Address for correspondence |  |
| 6. | Contact no. | (R) (Mobile) |
| 7. | E-mail address |  |
| 8. | Date of Birth |  |
| 9. | Company Secretary Regt. No. |  |
| 10. | **Educational Qualification (Class 10th onwards)** |
| 11. | Degree/Exam | Name of Board/University | Year of Passing | Subjects | Percentage/Div. |
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| 12. | **Experience** |
|  | Name of the Organization/Institution | Department/Section | Work assigned | Date of Joining | Date of Leaving |
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**DECLARATION**

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect my candidature is liable to be cancelled/terminated. I will have no claim for absorption after termination/completion of tenure contract. I shall abide by terms & condition as prescribed. In the event of ineligibility being detected before or after the selection procedure, action can be taken against me under the relevant rules/instruction and hereby undertake to abide by them.

Date:

 (Signature of Candidate)

**ANNEXURE-II**

**Terms & Conditions**

i) **Tenure:-** The engagement is **purely on contract** basis initially for a period of 12 months. This appointment will not vest any right to claim by the candidate for regular appointment or permanent absorption in the HPIL OR for continued contractual appointment which may be renewed or terminated on the basis of satisfactory performance and conduct.

ii) **Remuneration:-** The contract will entitle the contractual appointee to a consolidated remuneration of Rs.10,000/- plus taxes . The contractual appointee will not be entitled to any other allowances, financial benefits or concessions as admissible to HPIL employees.

iii) **Expiry of contract:-** The contract will automatically expire on completion of 12 months until it is renewed with mutual consent for the decided period. The contractual appointment can be terminated at any time, by either side, by giving 30 days notice or remuneration in lieu thereof.

iv) The Competent Authority reserves the right to withdraw the process in full or in part and also the right to reject any or all applications received without assigning any reasons or giving notice etc.

v) The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.

vi) He / She will have to report to HPIL on need basis on a notice of 2 hours.

vii) No travelling or other allowances will be paid to the candidate.

viii) The candidate should not have been convicted by any Court of Law.

ix) Canvassing in any form will render the candidate disqualified for the post.

x) If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have willfully suppressed any material information, he/ she will be liable to be removed from service and such action as the appointing authority may deem fit.

xi) The decision of the Competent Authority regarding selection of the candidate will be final and no representations will be entertained in this regard.

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