



Central Electronics Limited
(A Govt. of India Enterprises)
4, Industrial Area, Sahibabad, Ghaziabad (UP)
Tel. No. 0120-2895143, E-mail: celrecruitment@celindia.com
U32109DL1974GOI007325

Notice for the post of Company Secretary (CS) on contract basis (Consolidated Pay)

Applications are invited for one post of Company Secretary (CS) on contract basis. The qualifications and experience shall be as follows:-

Qualification:-	The candidate should be a Graduate with Associate Company Secretaryship from the Institute of Company Secretaries of India. Preference will be given to candidates having additional qualification such as LAW/M.Com/CA/ICWA.
Experience:-	The candidate should have minimum 01 year of experience (post qualification) in dealing with board matters, company law affairs, drafting of agreements as well as other compliances, etc.
Age:-	Minimum 21 years as on 30.09.2023. Candidates retired from Govt./ PSU and upto maximum age of 63 years as on 30.09.2023, may also apply.
Emoluments:-	Rs.40,000/- per month consolidated (negotiable).

The post is initially for a period of one year, which is further extendable on performance and requirement basis.

Eligible candidates may send their resume with all certificates and testimonials duly completed in all respects as per Annexure-A attached, by 09.10.2023 to General Manager (HR), Central Electronics Limited, 4, Industrial Area, Sahibabad – 201010, Ghaziabad (UP) through speed post/courier/in person.

CEL reserves the right to reject any or all applications without assigning any reason(s) thereto. CEL reserves the right to change / modify / cancel the terms and conditions of the empanelment without assigning any reason or notice thereof.

GENERAL MANAGER (HR)

Annexure – ‘A’

**APPLICATION FOR APPOINTMENT OF COMPANY SECRETARY ON
CONTRACT BASIS (CONSOLIDATED PAY)**

1. Name in full (In Block Letters) :
2. Father's/Husband's name :
3. Gender (Male/Female) :
4. Address for communication :
Telephone Number :
Mobile Number :
E-mail Address :
5. Permanent Address :
6. Date of birth :
Age as on 30.09.2023 :
7. Nationality :
8. Marital status :
9. Educational/Professional Qualifications
(Starting from Matriculation or equivalent onward)

Self Attested

Photograph

Sl. No.	Examination Passed	Mode of Education (Full time/Part Time)	Year of Passing	Board/University	Class/ Division	CGPA/% of Marks	Main Subjects

10. Experience (including present employment/ Last employment for retired official)

Sl. No.	Name of Employer	Employment Type (Govt/PSU/Autonomous/Private)	Designation	Pay Scales & Basic Pay	Date of Joining	Date of Leaving & Reason of leaving	Nature of duties performed

11. Languages known:

12. Any Other Information such as experience, training, publications etc in support of suitability of the post

UNDERTAKING

I solemnly declare that

The information given above is correct and complete. If any information at any stage is found incorrect, I shall be responsible for the same.

Name & Signature of the Applicant

Place:

Date: