



बीईएमएल लिमिटेड **BELM LIMITED**

(भारत सरकार का उपक्रम) (A Govt of India Undertaking)

CIN: L35202KA1964GOI001530

BELM Soudha, 23/1, 4th Main, Sampangirama Nagar, Bangalore-560 027, INDIA

Walk-in Interview

RECRUITMENT OF MANAGEMENT TRAINEE – COMPANY SECRETARY

BELM Limited, a Pioneer in Multi - Business (Mining & Construction, Rail & Metro and Defence & Aerospace, etc.) Heavy Engineering Company with a large Customer network across the globe. The Annual Turnover of the company is around Rs.3800 Crores. We are looking for High Performing, Dynamic & Achievement-Oriented Professionals (Company Secretary) as per the details below:

Sl. No	Position	Qualification	Pay Scale (Rs.)	Upper Age Limit*
1	Management Trainee – Company Secretary MT(CS)	Qualified Company Secretary with membership of the Institute of the Company Secretary of India.	40,000- 1,40,000	27 Years as on 24.11.2023

- Note:** 1. The above mentioned upper age limit is for General category. Age relaxation for SC/ ST / OBC/ PWD candidates will be as per the Govt. of India guidelines.
2. Reservation for SC/ST/OBC/ PWD candidates will be as per the Govt. of India guidelines.

JOB DESCRIPTION & RESPONSIBILITIES

Company Secretary (CS) Department is a vital link between the Company & its Board of Directors, Shareholders, Government, Regulatory Authorities and all other stake-holders. The CS Department and its officials ensure that the Board procedures under various statutes are followed, regularly reviewed as it provides support to Chairman and the Directors to fulfill their responsibilities under various laws & directives. The Company Secretary, being one of the “Key Managerial Personal” under the Companies Act is also considered to be a keeper of Corporate Governance.

The job responsibilities for the above position shall be inter-alia including the following:

- To support the Company Secretary towards ensuring complete compliance as per Statute, Government & Company Rules & Regulations.
- He/ She will be responsible for preparing various minutes, updating Registers, maintaining data base/ records and filing various Returns & Reports.
- He/ She would assist the Company Secretary in preparation of various Annual/ statutory Reports, convening Annual General Meetings, Board Meetings, in-Company meetings, etc.
- The incumbent will assist in co-ordination activities with Ministry of Corporate Affairs, Registrar of Companies (ROC), Statutory/ Government Auditors and various other authorities. He/ She would be also required to maintain close co-ordination with internal & external stake holders including making necessary communication, circulation of minutes, follow-up activities, etc.
- He/ She is required to handle all matters related to Share certificates, transfer of shares, related Complaints, etc.



SELECTION PROCESS

The candidates will be selected based on the Company Assessment process, as applicable which will include Interview.

TRAINING PERIOD

Selected candidates will undergo training for a period of one year, from the date of their joining. On successful completion of their training period and on assessment of suitability, they will be absorbed as Officer (Grade-II) in the same pay scale with one additional increment (@3% of Basic Pay) and will be on probation for a period of one year.

REMUNERATION

Selected candidates will be placed on a starting basic pay of Rs.40,000/- pm in the pay scale of Rs.40,000-1,40,000 during their training period. Apart from the above, applicable Dearness Allowance and allowances under cafeteria system (currently 13.78%) will also be payable as per Company Rules. At locations where Company accommodation is not available, applicable HRA in lieu of the place of posting will be provided.

SERVICE BOND

Selected Candidates are required to execute a Service Bond to serve the Company for a period of 4 years including training period, failing which candidates are liable to pay the liquidated damages amounting to Rs.2,00,000/-. An amount of Rs. 4000/-pm will be recovered for 47 months and the balance amount will be recovered in the last instalment for liquidated damages of Rs.2,00,000/-. After successful completion of the bond period, the security deposit will be refunded with interest. In case of breach of the service agreement during the bond period, the security deposit will be forfeited.

The Interview schedule

Interview Date	Time	Venue
24.11.2023 (Friday)	Reporting Time: 9:00 am	BEML Soudha 23/1, 4th Main, SR Nagar, Bangalore- 560027

GENERAL CONDITIONS

- Only Indian Nationals may apply.
- Age, Qualification & Experience stipulated above should be as on 24.11.2023.
- The upper age limit indicated above is for general category. Age relaxation for SC / ST / OBC will be as per the Govt. of India guide lines i.e., **5 years for SC/ST and 3 years for OBC candidates.**
- SC/ST candidates** are required to **submit SC/ST Caste Certificate in the format as applicable for appointment to posts under Government of India.**



- v. **OBC candidates**** are required to **submit Other Backward Class Certificate ('Non-Creamy Layer') (Certificate should be in the format as applicable for appointment to posts under Government of India)**. OBC candidates are also required to furnish a self-undertaking that they belong to OBC (Non-Creamy Layer) by filling and signing the self-undertaking in the format provided along with the application format.

[Note:

- a. ****OBC Candidates:** Candidates belonging to those Communities which are recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No.36012/22/93-Estt.(SCT) dated 08.09.1993.
 - b. ***Non- Creamy Layer :** The gross annual income of parents of the candidate should not be more than Rs.8 lakhs in last three consecutive years in line with DOPT OM No.36033/1/2013-Estt.(Res) dated 13.09.2017.]
- vi. **PWD candidates** are required to submit **PWD Certificate in the format as applicable for appointment to posts under Government of India.**
- vii. **Candidates seeking reservations under EWS** are required to **submit income & assets certificate in the format applicable for Economically Weaker Sections for appointment to posts under Government of India.**
- viii. The candidates should ensure that he/she fulfills the eligibility criteria and other norms mentioned in the advertisement as on the specified dates and that the particulars furnished are correct in all respect. In case, it is detected at any stage of the recruitment process that a candidate doesn't fulfill the eligibility norms and/ or that he/ she has furnished any incorrect/ false information or has suppressed any material/ fact(s), his/ her candidature shall stand automatically cancelled. If any of the above shortcoming(s) is/ are detected even after engagement, his/ her services are liable to be terminated without notice.
- ix. Mere meeting the conditions of the advertisement by the candidate(s) will not automatically entail them for employment
- x. Management reserves the right to restrict the number of candidates and increase the Qualifying percentage based on number of applications received.
- xi. Management also reserves the right to cancel the advertisement and / or the selection process at its discretion.
- xii. Management reserves the right to increase / decrease the vacancies based on Business requirements and availability of Qualified candidates.
- xiii. **The self-attested copies of following certificates along with Original (as applicable) needs to be brought along with filled in application form on the date of interview:**
- a. Identity (any Identity card issued by Government of India (for eg. Aadhar, Passport, Driving License, PAN Card, etc.)
 - b. Age (Xth / SSLC Marks),
 - c. CS Professional Program Certificate
 - d. Marks cards of CS Foundation, Executive and Professional examination.
 - e. Certificate of Membership of ICSI
 - f. Experience certificates (if any)



g. Detailed Resume.

xiv. Queries may be addressed to recruitment@beml.co.in

Please Note : Interested candidates can download the "Application Form" hosted under this Recruitment advertisement and **e-mail their interest in attending the walk-in by forwarding copy of detailed resume/ CV along and the Application Form to recruitment@beml.co.in on or before 22.11.2023(Wednesday).**

Date: 09.11.2023

(Advt. No.KP/S/09/2023)

[Corrigendum/ Addendum, if any will be hosted in BEML Website only.](#)

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