

Website Advertisement Notification



**MADRAS FERTILIZERS LIMITED**

(A Government of India Undertaking)

Post Bag No.2, Manali, Chennai 600 068

Telephone (044) 25945210 / 25945214 / 25945225

E-mail : [career@madrasfert.co.in](mailto:career@madrasfert.co.in)

Madras Fertilizers Limited, (MFL), a Listed leading Public Sector Undertaking, with an Annual Turnover more than Rs.2000 Crores (FY 2022-23) engaged in manufacturing & Marketing of Chemical Fertilizers, Bio Fertilizers, Agrochemicals & Organic Manures. The Company is looking for energetic and result-oriented talented candidate for the post of

**“COMPANY SECRETARY” - Manager (E5 Grade)**

**IDA Pay Scale (Pre-revised) Rs.32900-58000**

[ IDA Pay Scale 3<sup>rd</sup> PRC is likely to be implemented.  
CTC - Rs.26 lakhs/annum (approx.) ]

**ELIGIBILITY:**

- ❖ **Upper Age Limit:** 50 years (As on the last date of receipt of application)
- ❖ **Educational Qualification:** Associate / Fellow Membership from The Institute of Company Secretaries of India (ICSI) along with Graduate in any degree from the recognized institutions / Universities. Degree in Law is preferable.
- ❖ **Work Experience:** Minimum 10 years post qualification experience as on the last date of receipt of applications, out of which atleast 05 years' experience should be in Secretarial Department of CPSE / State PSE / Government Organization / Autonomous Body / Statutory Body / Public Limited Company / Listed Company.

Candidate should either be employed or practicing Company Secretary as on the last date of receipt of applications.

Relevant post qualification experience means relevant work experience in Company Secretarial set-up with good understanding & knowledge of Companies Act, Rules and Regulations, SCRA, SEBI, Competition Act, FEMA Act, Listing requirements, maintenance of statutory books / registers / records, Memorandum and Articles of Association.



It also includes having good knowledge of process, procedures and formalities of Public issue / Right issue / Bonus issue / Split / Allotment of Shares & certificates thereon / listing of shares / dividend payment / monitoring activities of share transfer agents regarding share transfer / demat /etc.

In respect of PSU and Government serving candidates, candidates may apply irrespective of their present scale subject to condition that they should have minimum of 10 years post qualification experience

❖ **Remuneration:**

The pay would be fixed at the minimum of the E5 scale. Candidates from Government Departments / PSUs are eligible for protection of their Basic Pay in accordance with the policy of the Company.

In addition to Basic Pay, candidates would be paid DA, HRA, Performance Related Pay, Medical facilities for self and dependents, attractive superannuation package consisting of contribution to PF, Gratuity as per Gratuity Act and Post-Retirement Medical Scheme and other benefits as cited below :

Leaves as per leave Rules	} As per Company rules applicable to regular employee
Maternity Leave	
Medical Facility	
Leave Encashment	

**Approximate CTC (IDA Pay Scale) to the post of Company Secretary, Manager (E5) is Rs.20 lakhs (approx.)**

[IDA Pay Scale 3<sup>rd</sup> PRC is likely to be implemented and new CTC will be Rs.26 lakhs/annum (approx.)]

**I. HOW TO APPLY**

Following are the Instructions:

1. Before applying, candidates should ensure that they fulfil all the eligibility norms. Their registration will be provisional as their eligibility will be verified only in case they are shortlisted for selection. Candidature of a registered candidate is liable to be rejected at any stage of recruitment process or even after joining, if any information provided by the candidate is found to be false or not in conformity with the eligibility criteria at any stage.
2. Candidates fulfilling the prescribed eligibility criteria should download the application form proforma uploaded at MFL website: [www.madrasfert.co.in](http://www.madrasfert.co.in) Company Secretary - 2023. **No other means/mode of application shall be accepted.**



3. **Application form**, duly filled in along with self-attested photo copies of the documents / certificates, as detailed at Attachment regarding age, educational qualification, experience, CTC proof, etc. should reach in a sealed envelope cover super-scribed with “Application for the post of **Company Secretary**” at the following address **on or before the last date of receipt of applications i.e. January 19, 2024.**

The General Manager - P & A  
Madras Fertilizers Limited  
Manali, Chennai 600 068

4. The candidates should ensure that the details entered in application form are correct.

## 5. ATTACHMENTS

Self-attested photocopies of the following Documents / Certificates are to be enclosed.

- a. Duly filled in Application Form
- b. 2 recent passport size colour photo
- c. SSLC Certificate for proof of Date of Birth
- d. Aadhar Card
- e. Certificates of Academic & Professional Qualification (Membership Certificate of ICSI/ Degree Certificates and Consolidated / Semester-wise mark Statements in support of Qualification)
- f. Proof of Identity & Address (Passport, Voter ID, Driving Licence, Aadhar Card, PAN Card etc.)
- g. Experience Certificates from the present / previous employer(s)
- h. Proof of CTC / salary / latest Pay Slip / Pay Certificate
- i. Other documents, if any, support of their credentials

The last date for receipt of completed applications, if extended, will be notified in MFL website.

## II. SELECTION PROCESS

1. Candidates meeting the eligibility criteria will be provisionally shortlisted, after initial screening and called for personal interview.
2. The candidates will be called for personal interview provisionally on the basis of information submitted by them in application form and their candidature will be considered vis-à-vis eligibility criteria for the post applied for as mentioned in the advertisement. Candidates not meeting the eligibility criteria or not in possession of complete requisite documents will not be allowed to attend the personal interview. Further, no queries shall be entertained in this regard.
3. Selection will be purely based on the performance in the Interview

### **III. TERMS & CONDITIONS OF EMPLOYMENT**

1. Selected candidate is expected to join within 30 days on receipt of offer of appointment
2. Selected Candidate on appointment will be on probation for a period of six months from the date of joining.

### **IV. TRAVELLING EXPENSES :**

Travelling Expense would be reimbursed to the short listed candidates, to attend the interview. Round Trip by II A/C Rail fare or air fare by the shortest route from the place of current residence to the place of interview and back for those candidates whose travel exceeds 30Kms on production of proof by Travel Ticket, will be reimbursed.

### **V. GENERAL INSTRUCTIONS:**

- Only Indian Nationals are eligible to apply.
- Candidates are advised to go through the advertisement carefully and ascertain their eligibility before submitting their applications.
- While applying the candidates should mention their full name as it appears on the matriculation school certificate. Certificate issued by a Board of Secondary Education for passing Matriculation shall be the only acceptable document in support of proof of age.
- All qualifications should be recognized by UGC / appropriate authority of Government of India.
- No claim of possession of a qualification equivalent to a prescribed qualification would be entertained.
- Candidates employed in Central/State Government/Quasi-Government/Public Sector Undertakings/Autonomous Bodies shall forward their application through proper channel or shall produce No Objection Certificate (NOC) from their present employer at the time of interview.
- The candidature of all applicants would be provisional and subject to subsequent verification of certificates/testimonials etc.
- The appointment of selected candidate will be subject to being found medically fit, as per prescribed health standards of the Company and will be required to undergo medical examination by the Industrial Medical Officer of the Company, prior to appointment after due selection.
- The applications may also be liable to be rejected if the same is found to be not in the prescribed format or received without copies of necessary documents / proof to clearly establish his / her eligibility, received after the due date.



- Candidates already removed / terminated / deserted their employment from MFL will not be considered.
- Mere fulfilling the minimum requirement of qualification and experience will not vest any right on the candidates to be called for interview. MFL reserves the right to shortlist the candidates.
- Mere admission to the selection process does not imply that MFL is satisfied about candidate's eligibility. The candidates should ensure that the details mentioned in the application form are correct and are in conformity with the eligibility criteria for the post applied for, as mentioned in the advertisement. In case, it is detected that a candidate does not fulfil any of the advertised eligibility criteria or has given false declaration or suppressed any material fact or information having any bearing on his candidature, he/she shall render himself/herself ineligible for consideration at any stage of selection and for termination at any time during employment, if recruited.
- Candidates in their application form have to necessarily declare and provide details in case he/she has been arrested, prosecuted, kept under detention or fined, FIR filed in any Police Station, convicted by the Court of Law for any offence debarred / disqualified by any Public Service Commission from appearing in its examination or if proceedings are pending against him in any Court of Law.
- Further, MFL reserves the right to cancel/restrict/enlarge/modify the recruitment/selection process of advertised post without any further notice or assigning any reasons whatsoever, if need so arises.
- **Any corrigendum in respect of this advertisement shall be displayed only in MFL's website [www.madrasfert.co.in](http://www.madrasfert.co.in) and no separate advertisement will be issued. Hence prospective applicants are advised to visit MFL website regularly for latest update with regard to this advertisement.**
- Only shortlisted candidates who are found eligible based on the application submitted will be called for participating in the Selection Process. In case the applicant does not receive any communication, it may be presumed that he/she has not been short listed for the Selection Process. Candidates are advised to regularly visit MFL website [www.madrasfert.co.in](http://www.madrasfert.co.in) for the updated information on the selection process.
- Shortlisted candidates will be intimated through post or e-mail. However, MFL will not be responsible for any delay or non-delivery of intimation sent through post or e-mail, as the case may be.



- All future information/communication regarding participating in the selection process shall be provided through e-mail/SMS to the candidates, found prima-facie eligible, based on the information submitted by them in their application form. Responsibility of receiving and downloading of information/communication, etc. will be of the candidate. MFL will not be responsible for any delay in communication/inactiveness of the E-mail ID, loss of email sent due to invalid/wrong Email ID submitted by the candidate in application form and no correspondence in this regard shall be entertained.
- Details once submitted in the application form will be final and any request for any change including change in correspondence address/email address/mobile number/category shall not be entertained. Candidates are, therefore, advised to carefully fill up their application form.
- Court of jurisdiction for any dispute pertaining to any issue arising out of this recruitment process will be at Chennai only.
- Canvassing in any form at any stage (including before or after selection / joining) shall be considered as disqualification for employment in the Company.
- MFL's decision in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, selection and posting of selected candidates will be final and binding on the candidates and no enquiry / correspondence will be entertained in this regard.

**Note: IMPORTANT DETAILS**

- Last date for receipt of application along with requisite self-attested copies of the documents / certificates is Jan 19, 2024.
- Extended date of receipt of application will be notified on MFL's website.
- Please do not send any original certificates along with the Application Form. Original certificates are to be produced only at the time of interview.

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Att:4



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TO PASTE LATEST  
COLOUR PASSPORT SIZE  
PHOTOGRAPH

**APPLICATION FOR EMPLOYMENT**

Post applied for: **COMPANY SECRETARY - MANAGER (E5) GRADE**

1. Name :	2. Father's Name :
3. Date of birth and age :	4. Place of Birth :
5. Gender / Nationality / Religion:	6. Home Town :
7. Present Address :	8. Permanent Address:
9. Present Telephone Nos. Office : Res. : Mobile : e-mail :	

**10. Educational Qualification (starting from SSLC / 10<sup>th</sup> Standard onwards):**

S.No.	Name of the Institution	Qualification acquired	Duration of Course		Year of Passing	Class / Division (% of marks)	Main field of study
			From	To			


**11. Details of Experience - Starting from present position :**

S.No	Employer's Name & Address	Period of employment (Month & Year)		Post Held	Scale of Pay	Duties & Responsibilities
		From	To			

12. Details of last pay drawn:

1. Basic Pay : Rs.

2. Dearness Allowance :Rs.

3. HRA : Rs.

4. Others : Rs.

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Total : Rs.

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I certify that the statements / documents furnished by me are true, complete and correct to the best of my knowledge and belief.

Date:

Signature:\_\_\_\_\_