



**YANTRA INDIA LIMITED**  
**A GOVERNMENT OF INDIA ENTERPRISE**  
**MINISTRY OF DEFENCE**  
**CIN-U35303MH2021GOI0365890**

**Detailed Advertisement for the post of Company Secretary on Contractual Basis**  
**Last Date for Receipt of Applications 15 days from date of Advertisement in**  
**employment news.**

**Yantra India Limited (YIL)** is a Public Sector Undertaking under Ministry of Defence, Government of India, with Corporate Hqrs at Nagpur (MH), incorporated vide MOD Order No. 1(5)/2021/OF/DP (Plg-V)/02 dated 24/09/2021, formed by transferring 08 production units and 05 non production units of erstwhile Ordnance Factory Board. It has vast core competency, resources, strength and expertise in manufacturing of ammunition hardware, fuses, Rocket Launchers, Composites, Various Ferrous and non-ferrous castings and materials.

YIL is looking for enterprising, dynamic and experienced '**COMPANY SECRETARY**' to work in YIL at its Corporate Office in Nagpur. Applications in the prescribed format are invited for the following Post from Indian Nationals.

**A. DETAILS OF VACANCY: -**

Name of the Post:	<b>COMPANY SECRETARY</b>
Number of Post:	<b>01 (ONE)</b>
Salary:	<b>Rs.85,000/- (Fixed/Consolidated)</b>
Nature of Appointment:	<b>On Full time contractual basis</b>

**B. TERMS OF APPOINTMENT: -**

Two years (if required by the Company, can be extended further by one year, i.e. maximum up to three years (after appraisal & review).

**C. TOTAL EMOLUMENT: -**

Total consolidated monthly emolument shall include Rs. 85,000/- (Fixed).

**D. ACCOMMODATION: -** Suitable Company accommodation (on payment of stipulated normal license fee as per Company's Quarter allotment Policy)

2  
2022

**E. QUALIFYING REQUIREMENT: -**

**(1) ESSENTIAL EDUCATIONAL QUALIFICATION: -**

- a) Should have passed the final examination of the Institute of Company Secretaries of India (ICSI) and should be an Associate / Fellow Members of ICSI.
- b) Working knowledge of computer.

**(2) POST QUALIFICATION EXPERIENCE:**

From the date of becoming Associate Member of ICSI, the candidate should have minimum 5 Years of working experience (as on 01/03/2024) as Company Secretary in a company registered under Companies Act 2013 or under the previous Companies Act enacted by Government of India.

**Nature of Work Experience:** - Relevant post qualification experience means relevant work experience as a Company Secretary with good understanding & knowledge of Companies Act, Rules and Regulations, SCRA, SEBI, Competition Act, FEMA Act, maintenance of statutory books/ registers/ records/ etc., Memorandum and Articles of Association etc.

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, etc.

**F. AGE LIMIT:** - Maximum 62 years (as on 01.03.2024)

**G. NATIONALITY:** - Should be Citizen of India.

**H. PLACE OF POSTING:** - Yantra India Limited HQ, Nagpur, Maharashtra.

**I. WORKING HOURS:** - Working hours will be as per the office timings of YIL Corporate Hqrs. If required, as per exigencies of work, he/she would be asked to attend office on Saturdays or other Holidays without any additional compensation.

**J. JOB PROFILE: -**

- a) **Compliance:** Ensures compliance of the provisions of Companies Act 2013 and Rules made there- under and other statutes & by-laws such as forex laws, Registrar of Companies (ROC), provisions of Corporate Governance and secretarial standards;

- b) **Advising:** Advising companies on compliance of legal matters and procedural aspects, Companies Act, Labor and Industrial laws, Management, Valuation and Audit, Drafting of legal documents, Manpower planning and development etc.;
- c) **Assistance:** Providing secretarial assistance to the company in the conduct of the affairs of the company including dealing with board matters, providing assistance to management in day-to-day administration activities and guidance to the Directors about their duties. Assistance in obtaining various licenses and permission under various laws applicable to the company;
- d) **Co-ordination:** To co-ordinate, facilitate, call and hold; Board Meeting, Committee Meeting, Annual General Meeting, Extra Ordinary General Meetings. Drafting Agendas, Resolutions, Minutes of Board Meetings, Committee Meeting, Annual General Meeting and Extraordinary General Meeting in consultation with Chairman and Managing Director;
- e) **Filing:** Filing of Balance Sheets, Profit & Loss Accounts, registering any company documents including forms, returns and application by and on behalf of the company as an authorized representative with RoC or any other competent authority. Filing of forms relating to charge creation, modification and satisfaction;
- f) **Maintenance:** Maintenance of minutes books of meeting of Board of Directors and shareholders of the company, statutory registers (including statutory share register) with necessary enclosures and other statutory records of the company as applicable to the company as per Companies' Act 2013 and secretarial standards;
- g) **Communication:** Communication with various stakeholders like Government, Regulators, Authorities etc. and also maintaining Industrial relations;
- h) **Sign & Seal:** Approve, sign & seal agreements, leases legal forms and other official documents on the companies' behalf when authorized by the Board of Directors;
- i) Any other matters relating to the company secretarial assignment of Yantra India Limited including all incidental works such as legal matters, audit, accounts, report writing and compliance to various statutory, regulatory and other reporting.

**K. HOW TO APPLY:-**

- a) Interested candidates shall submit their application form (**in Hard Copy**) as per the prescribed format attached hereto, and post them through speed post/courier service to the **Director (HR), YANTRA INDIA LIMITED, Corporate HQ, Yantra India Limited, Ambajhari, Nagpur –**

  
20/02

440021, Maharashtra. **In addition** to application by speed post/courier, an advance scanned copy of the application form along-with the enclosures must be sent to [careers@yantraindia.co.in](mailto:careers@yantraindia.co.in), clearly mentioning in the subject heading 'APPLICATION FOR THE POST OF COMPANY SECRETARY'.

- b) Hard copy of the Application is to be submitted along-with 2 self-attested recent passport size photographs (in 4.4. cm x 5.8 cm dimensions). The applicant should affix his/her one photograph on the application in the space provided and the second one should be attached with application form but not pasted (with full name written on the backside for identification). Self-attested copies of documents/certificates in support of claim regarding age, qualification, experience etc. are also to be attached with application form.
- c) It is mandatory to fill all the relevant information such as qualification details, experience details, percentage of marks etc.
- d) In. case of any variation in Name/surname/name spelling mentioned in the Application cum Bio-data and in educational/professional qualification certificates, must be supported by Affidavit, failing which the application will be cancelled.
- e) Applicant is requested to enter his/her active email address and mobile phone number which should be valid at least till the interviews are held, as all important communications i.e. schedule of interview, queries will be sent to this email id / mobile number.
- f) The decision of YIL in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of examination (s) and interview (s) and posting of selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

8  
08/02

**L. SELECTION PROCESS: -**

Selection to the above post will be based on performance in personal interview and meeting of required Educational Qualification and Experience criteria.

**Documents to be attached with the Application: -**

1. Associate/Fellow Membership Certificate of Institute of Company Secretaries of India.
2. Working Knowledge of computer (MS Word, MS Excel, MS Power Point etc.) certificate issued by any Computer Training Institute. In case, a candidate do not possess any certificate, issued by any Computer Training Institute, a self certificate of this effect shall be sufficient.
3. Experience Certificate/s in chronological order.
4. 10<sup>th</sup> Standard Passing Certificate/Matriculation Certificate indicating Date of Birth.
5. Any one of the Photo identity proofs viz. Aadhar Card/Valid Driving License / Voter ID/Government issued ID.
6. Candidates are advised to enclose clear and legible documents/certificates to avoid rejection at screening stage. These documents will be subjected to further verification with the original documents at the time of interview.

**GENERAL INSTRUCTION TO THE CANDIDATES: -**

1. The appointment shall be on full time contract basis for two years (extendable further by one year and maximum up to three years). **The Candidate's services can be terminated by YIL by giving one month notice or with remittance of one month's pay in lieu thereof. If candidate wishes to leave the services of YIL, he/she shall have to give three months' notice to YIL or pay three months' salary in lieu thereof.**
2. **The finally selected candidates will have to sign a contractual agreement with YIL.**
3. The Contract shall not confer any rights or claim of extension/absorption in the Company.
4. **The decision of the YIL about the mode of selection, short listing of candidates for written test/interview etc. shall be final and binding.**
5. The process of recruitment can be cancelled at any stage upon the discretion of the Competent Authority of Yantra India Limited
6. At any stage of appointment or later, if a candidate is or has been found guilty of any misconduct as mentioned below, he/she shall render himself/herself to legal/criminal prosecution and his/her candidature for the post will be rejected without accepting any further claim in this regard: -

  
08/02

- a) Impersonating or procuring impersonation by any person; or
- b) Resorting to any irregular means in connection with his/her candidature during selection Process, or
- c) Using undue influence of his/her candidature by any means; or
- d) Submitting of false certificates/documents/information or suppressing any information at any stage; or

In addition to the above, he/she shall also be: -

- a) Debarred permanently or for a specified period from any examination/recruitment and/or;
- b) Removed/dismissed from service, if the act of misconduct comes to notice after his/her appointment for services to YIL.

**(b) LAST DATE TO APPLY:** - Within 15 days from the date of publication of advertisement in Employment News.

**(c) CONTACT US:** - In case of any problem faced by the candidates in filling up the application, they may contact to HR department of YIL over phone number: 0712-2391079 between **9 AM to 6 PM on any working day, i.e., Monday to Friday.**

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**DIRECTOR (HR)**  
**Yantra India Limited**  
**(A Govt. of India Enterprise)**  
**Ministry of Defence**  
**Ambajhari, Nagpur - 440021**

20/10/20

**APPLICATION FORM FOR THE POST OF COMPANY SECRETARY PERSONAL DETAILS**

Name (in full and BLOCK CAPITALS)		<div style="border: 1px solid black; padding: 5px; text-align: center;">Please paste a recent colour passport size photograph</div>	
Father's / Spouse Name			
Gender			
Nationality			
Date of Birth:		Age as on 01/03/2024	
Aadhar No.		Languages Known	
PAN No.		Identification Proof	

**Address for Communication**

House No./Flat no.			
Street			
Nearest Rly. Station			
Post office		Pin code	
District		State	
Mobile No.		Email ID	

**Education Qualification (from Graduate level onwards)**

Course	Specialization (if applicable)	Year of Passing	Name of the Institute	Board/ University	% of Marks
Graduation and above					
Post Graduation					
Type of ICSI Membership (Associate or Fellow), Certificate No. & Date of admission.					

**Post Qualification Experience**

Sl. No.	Name of the Organization	Central Govt./State Govt./PSU/Autonomous Body/Private	Grade/ Designation	Pay level/ Basic Pay per month	Period		Total Period
					From	To	

25/10/20



**Details of Computer/IT Skills:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note:

1. Please sign across the photo pasted on the first page of Application Form.
2. The candidate is required to fill up all the columns and wherever no information is to be furnished, 'N/A' should be mentioned. Incomplete and improperly filled in Applications are liable to be rejected. No further correspondence will be entertained in this respect.
3. Self-attested photocopies of all the documents specified in the notification should be attached with the application.
4. If space becomes a constraint, the information may be attached in a separate sheet as per the prescribed format.
5. The candidates would be required to present themselves along with the above mentioned documents in original plus two copies (self-attested) at the time of the interview.

**Declaration**

I, \_\_\_\_\_, do hereby declare that the above information as furnished by me is true to the best of my knowledge and belief. If any of the information as furnished above is found to be incorrect, my candidature for the post applied is liable to be cancelled at any stage of the selection process.

I also certify that I am not facing any charge nor have been convicted in any corruption/ illegal gratification/criminal case and also I have not been dismissed or removed or compulsorily retired from the services of my previous Organization(s).

**Place:** \_\_\_\_\_

**Date** \_\_\_\_\_

Signature of the applicant

*[Handwritten signature]*  
08/10/20