

BIRD GROUP OF COMPANIES (EIL,OMDC AND BSLC)
(Subsidiaries of Rashtriya Ispat Nigam Limited, a CPSE under Ministry of Steel, Govt. of India)
HEAD OFFICE - BHUBANESWAR

Company Secretary-Urgently required
(Walk in Interview Date-22.08.2022 to 26.08.2022 between 10.30 am to 5.30pm)

Eastern Investments Limited (EIL), a subsidiary of Rashtriya Ispat Nigam Limited (RINL) under the control of Ministry of Steel Govt. of India wants to hire a Company Secretary on tenure/ contract basis for its Head Office at Bhubaneswar, Odisha.

Educational Qualification and Experience:-

1. Essential:-

- i. A qualified Company Secretary having active membership of ICSI.
- ii. Should have a minimum two years of experience as a Company Secretary, preferably in a listed Company.
- iii. Should have good communication and drafting skills.

2. Preferable:

Preference will be given to candidates having work experience in SEBI (LODR), Regulations, 2015 in Govt. Organisation/ reputed Private Organisations.

Terms and Conditions of Job:-

1. Initial period of **engagement shall be for a period of one year** which can be further **extended upto three years** at the discretion of the management.
2. Selected Candidate will act as Company Secretary of EIL and will be required to ensure compliance of all statutory and Regulatory requirements relating to the Company and its subsidiaries.
3. He/ she will be governed by rules of the company

Remuneration:-

The selected candidate will be paid a consolidated remuneration of Rs 40,000/- (Rupees Forty Thousand only) per month for the candidates with less than 3 years of post-qualification experience and Rs 50,000/- (Rupees Fifty Thousand only) per month in case of candidates having more than 3 years of post-qualification experience.

Upper Age Limit:-

The candidates below 35 years of age as on 1st August 2022 are eligible for the post.

How to Apply:-

Interested and eligible candidates may send their filled in bio-data in the format given below through mail to sisir381@gmail.com, info.birdgroup@birdgroup.co.in and appear for the **walk-in-interview from 22nd to 26th Aug 2022, between 10:30AM to 5:30 PM** at the venue given below:

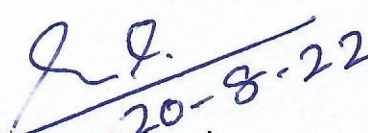
Venue: ICSI – Bhubaneswar Chapter, ICSI Building, Plot No – 70, ICSI House, VIP Colony, IRC Village, Nayapalli, Bhubaneswar, PIN – 751015, Odisha.

Documents to be produced for verification during interview:-

- i. Bio-Data as per the format at **Annexure-1** alongwith detailed resume
- ii. All the educational certificates from SSC onwards;
- iii. Certificate of membership of ICSI;
- iv. Post qualification experience certificates.

Candidates not meeting the educational and experience criteria will not be considered for interview.

Canvassing in any form will be a disqualification of the candidature.


(Sisir Kanta Sahoo)
Manager (Pers)
9874571373

Recruitment Advertisement

Ref.No.BGC/HO/PERS/CS-EIL/2022-07/1,dated:19.8.2022

Application for the Post of Company Secretary Professionals for EIL and its subsidiaries on Tenure Basis

I	Personal Details	
1.	Name	
2.	Father's Name	
3.	Contact Address	
4.	Telephone No. with STD code	
	Mobile No.	
	E-Mail ID	
5.	Date of Birth	
6.	Gender (Male/Female)	
7.	Religion	
8.	Permanent Account No.	
9.	Aadhaar No.	

II Educational Qualification (Graduation onwards)							
Course name	Board / University/Institute	Specialization	Main subjects undertaken	Duration (MM/YY)		%age of Marks	Grade/Class
				From	To		

Have Associate Membership of the Institute of Company Secretaries of India (ICSI)

If yes, Date of Membership: (DD/MM/YYYY) : _____

YES	NO
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III Employment details (beginning with the latest)			
Total post-qualification experience: _____ years _____ months			
Organization, Designation with Scale of Pay/Emoluments	Period (mm /yy)		Responsibilities
	From	To	

DECLARATION:

I hereby declare that I agree with all the terms & conditions given in the aforesaid advertisement and that all the information stated in this application form are true. In case any of my declaration and documents attached herewith is found to be untrue and if I am unable to produce relevant documents in support of the eligibility condition, my candidature may be cancelled at any stage of the recruitment process. In the event that the wrong statement is detected after my appointment then my services are liable to be terminated without notice.

Place:

Date:

Signature of the candidate

Application complete in all respects with self attested copies of certificates / testimonials should be submitted at the time of appearing for Walk-in interview