

NATIONAL MINORITIES DEVELOPMENT & FINANCE CORPORATION

(A Govt. Undertaking, Ministry of Minority Affairs)

1st Floor, Core-1, Scope Minar, Laxmi Nagar, Delhi-110092

Advt No. NMDFC/H&A/CS-2/2018

NMDFC, a Schedule – C, CPSE under the aegis of Ministry of Minority Affairs invites applications for engagement of Company Secretary on long term contract basis on consolidated remuneration. The applications alongwith enclosures may be forwarded to NMDFC latest by 16.01.2019. For further details log on to www.nmdfc.org

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NATIONAL MINORITIES DEVELOPMENT & FINANCE CORPORATION
(Under Ministry of Minority Affairs)
Regd. Office: 1st floor, Core-1, Scope Minar, Laxmi Nagar, Delhi-92

NMDFC proposes to engage a Company Secretary on long term contract basis upto a period of one year at its registered office in Delhi on the following terms & conditions:

GENERAL CONDITIONS

Scope of Work:

Providing full gamut of Company Secretarial Service to NMDFC which includes the following:-

- i. Providing Legal updates in relation to Corporate Laws including circulars, orders, rules, precedents and notifications issued thereunder.
- ii. Convening and coordinating Committee meetings & Board meetings in compliance with the provisions of the Company Law;
- iii. Convening and coordinating general meetings/class meetings in compliance with the provisions of the Company Law;
- iv. Preparation, finalization and maintenance of Minutes of the Committee/Board/General/Class meetings including resolutions by circulation, issuing certified true copies and related statutory documentation;
- v. Maintaining various Statutory Registers under the Companies Act, 2013.
- vi. Preparing of various returns and reports as per Company Law.
- vii. Providing Secretariat documentation and support in relation to talking Approval from the Central Government under various Provisions of the Companies Act.
- viii. Deal with ROC and Providing Secretarial documentation and support in relation to dealing with RD, NCLT and other authorities of Ministry of Corporate Affairs as required for the functioning of NMDFC.
- ix. All Certification work of the Company.
- x. Providing Secretarial documentation and support in relation to appearances before NCLT and Regional Director for compounding of offences and various Approvals.
- xi. Providing Consultancy on Company Law Matters.
- xii. Providing Secretarial documentation and support in relation to appearance in Court of Law on behalf of Corporation, if required.
- xiii. Providing Secretarial documentation and support in relation to liaison with various Government Departments, Ministries and RBI etc.
- xiv. Any other work relating to provide professional advisory secretarial services.
- xv. Check compliances of Associate Organizations in which CMD is appointed as Director on their Board.
- xvi. Preparation of Quarterly and Annual Progress Report on guidelines issued by DPE on Corporate Governance.
- xvii. Adherence to the compliance of DPE's Corporate Governance Guidelines.
- xviii. Provide Consultancy on Legal Matters to the Management, to take the benefit of other laws like Insolvency and Bankruptcy Code, 2016 for recovery of funds due to NMDFC.
- xix. Compliance of other laws applicable to the Corporation



APPLICATION FORM FOR ENGAGEMENT AS COMPANY SECRETARY (ON CONTRACT BASIS)

1.	Advt. No.		Affix your Recent Colored Passport size photo duly self attested		
2.	Name (in BLOCK letters)				
3.	Father's Name/Husband's Name				
4.	Address (Permanent) (Address proof to be enclosed)				
5.	Address for correspondence				
6.	Contact no.	(R) (Mobile)			
7.	E-mail address				
8.	Date of Birth				
9.	ACS/FCS Number				
10.	Educational Qualification (Class 10 th onwards, copies of relevant document to be enclosed in descending order.				
11.	Degree/Exam	Name of Board/University	Year of Passing	Subjects	Percentage/Div.
12.	Experience * Copies of relevant document to be enclosed in descending order.				
	Name of the Organization/ institution	Department/ Section	Work assigned	Date of Joining	Date of Leaving

DECLARATION

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief, In the event of any information being found false or incorrect, my candidature is liable to be cancelled/terminated. I will have no claim for absorption after termination/completion of tenure contract. I shall abide by the terms & condition as prescribed, in the event of ineligibility being detected before or after the selection procedure, action can be taken against me under the relevant rules/instruction and hereby undertake to abide by them.

Date:
Place: Delhi

(Signature of Candidate)



Eligibility Criteria:

Applicant must be Graduate and Associate Member of Institute of Company Secretary of India (ICSI) having post qualification experience of 4-5 years in any reputed organization of Central/State Govt/PSU/Private Sector or practicing Company Secretary with an experience of at least 3 years with income of Rs 3.00 Lakhs per annum from profession. Such candidates are required to submit their IT return filed for the financial year 2017-18.

Instructions:-

- 1) Applicant may forward their bio-data as per format enclosed at (Annexure-I).
- 2) The application in the prescribed Pro-forma should be on a good quality A4 size paper.
- 3) The application along with required documents may be sent to Manager (HRM & Admn.), National Minorities Development & Finance Corporation, 1st Floor, Core-1, SCOPE Minar, Delhi-110092, latest by 16.01.2019. The scanned copy of the same may also be emailed on nmdfc123@gmail.com
- 4) The above assignment is purely on contract basis, for a period of upto one year.
- 5) The Incumbent selected shall have no claim what-so-ever for regularization of their services in NMDFC.
- 6) Candidates are advised in their own interest to satisfy themselves about their eligibility as per the notified eligibility criteria to avoid disappointment at a later stage. Candidates meeting the eligibility criteria and producing all the prescribed required documents will be called for an interview.
- 7) If any candidate is found canvassing for his/her selection, he/she will be disqualified for being called for interview/being selected
- 8) The other terms and conditions are mentioned in Annexure-II



Terms & Conditions

- i. Tenure:- The engagement is purely on long term contract basis for a period of upto one year. This appointment will not vest any right to claim by the candidate for regular appointment or permanent absorption in the NMDFC OR for continued contractual appointment which may be renewed or terminated on the basis of satisfactory performance and conduct.
- ii. Remuneration:- During the period of contract the monthly consolidated fee may be fixed between Rs 35,000/ - Rs 50,000/- depending on the suitability & length of post qualification experience. In case of more deserving candidates, having more suitable experience can be paid a consolidated fee of upto Rs. 60,000/- per month. The contractual appointee will not be entitled to any other allowances, financial benefits or concessions as admissible to regular employees of NMDFC.
- iii. Expiry of contract:- The contract will automatically expire on completion of defined period or until it is renewed with mutual consent for the decided period. The contractual appointment can be terminated at any time, by either side, by giving 30 days' notice or remuneration in lieu thereof.
- iv. The Competent Authority reserves the right to withdraw the process in full or in part and also the right to reject any or all applications received without assigning any reason or giving notice etc.
- v. The prescribed qualification is minimum and mere possessing the same does not entitle any /candidate for selection.
- vi. He / She will have to report to NMDFC on regular basis. However 01 (one) day leave shall be allowed for each completed month of service.
- vii. For attending office on holidays either compensation amount or compensatory leave as per the extant rules for the Corporation.
- viii. No travelling or other allowances will be paid to the candidate for attending the interview.
- ix. The candidate should not have been convicted by any Court of Law.
- x. Canvassing in any form will render the candidate disqualified for the post.
- xi. If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have willfully suppressed any material information, he/ she will be liable to be removed from service and or such other action as the appointing authority may deem fit.
- xii. The decision of the Competent Authority regarding selection of the candidate will be final and no representation will be entertained in this regard.

