

Noida International Airport Limited

Requirement of Company Secretary on Contract Basis

Sl.No.	Post & Pay Scale	No. of Post	Qualification/Age	Experience for eligibility
01	Company Secretary Rs 56,100/- (Fix pay per month) + DA payable to State Govt. employee time to time	01 (UR)	Bachelor's Degree in any discipline plus Associate/Fellow Membership of the Institute of Company Secretaries of India (ICSI). Candidates having Degree in Law will be preferred Age: Not More than 40 years as on 01-01-2023	Candidate should have 03 years experience as a Company Secretary in a reputed organization. The candidate should have knowledge in MS word, MS Excel, Ms PowerPoint, Knowledge of E-filing of forms under Companies Act. including all works specified in Job-chart of the Company Secretary Post.

- Interested Candidate may apply with in 15 days from the date of advertisement publication.
- Application form and detailed terms & condition may be downloaded from our NIAL web site www.nialjewar.com

C.E.O(NIAL)

PHYSICAL & MEDICAL FITNESS:

The applicant should not only be suitable in related field, but also be physically and medically fit enough to work in NIAL. In case of selection, candidates will have to undergo a medical examination as per the Company policy.

SELECTION PROCESS

- (a) After Scrutiny of the applications, candidates will be shortlisted on the basis of eligibility criteria i.e. experience, desirable qualification etc. and will be called for interview/group discussion. Candidate shall be called for Interview in the ratio of 1:5 subject to availability of suitable candidates. The ratio can be increased also depending upon the number of eligible candidates.
- (b) NIAL reserves the right to conduct a written examination in case the number of applications received from eligible candidates is high. The details of written examinations, if any, shall be communicated to the candidates in advance and candidates will have to make their own arrangement for travel and stay.
- (c) Management may relax any of the condition/s, in accordance to the response to meet the requirement.
- (d) Interview of the shortlisted candidates will be held at NIAL Registered office located at First floor, Commercial complex, Block P-2 Sector Omega-1, Greater Noida.

CHARACTER & ANTECEDENTS

The participating in interview does not confer any right to appointment unless the company is satisfied after such an inquiry, as may be considered necessary, that the candidate having regard to his/her character and antecedents in suitable in all respects.

How to apply

Eligible and interested candidates may apply as per the application format at "Annexure-A, attached. All relevant documents should be enclosed with the application."

General Instructions

1. a) Complete filled-up application should reach this office latest by 05-01-2023 Envelope containing the duly filled-up application should be super-scribed as-

APPLICATION FOR THE POST OF "COMPANY SECRETARY "

And should be addressed to :-

Chief Executive Officer

Noida International Airport Limited

First floor, Commercial complex, Block P-2

Sector Omega-1, Greater Noida

- (b) Application incomplete/without supporting documents or received after due date shall not be accepted. N.I.A.L. will not be responsible for non-receipt/late receipt of the application/any communication due to postal delay or any other reason.
 - (c) Mere fulfilling the eligibility criteria/qualification will not vest any right on the candidates to be called for interview.
 - (d) N.I.A.L reserves the right to call only the requisite number of candidates for Interview/written or both, after screening/short-listing with reference to the candidate's qualification, suitability etc.
 - (e) N.I.A.L reserves the right to reject any candidate without assigning any reason.
 - (f) The Company (NIAL) reserves the right to cancel the selection process without assigning any reason.
2. The application should be supported with the following documents:-
 - I. Educational Certificates (High School and required qualification as per Adv.)
 - II. Work experience issued by employer(s) or self-certified experience details with minimum two valid references.
 - III. Letter of appointment/officer orders and latest three salary slip issued by current employer.
 - IV. Documents establishing relevant experience claimed.
 - V. Copy of Aadhar Card.
 - VI. Bio-data cum application form as per enclosed Performa.

3. Shortlisted Candidates will be informed either through email or by speed post and they will have to appear for interview on the scheduled date and time with all original documents/testimonials.
4. The candidates employed in Govt./PSUs/Autonomous bodies should forward their application through proper channel. In case the employer delays in forwarding the application, the applicant may send the advance copy to reach before the last date and they will be required to produce NOC at the time of interview.
5. Any legal proceedings in respect of any matter claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Gautam Budh Nagar and courts/forums at Gautam Budh Nagar only shall have sole and exclusive jurisdiction to try any such cause/dispute.
6. Candidate against whom a criminal case is pending in a court of law need not apply.
7. The contractual engagement is being made on contract basis for a period of one year, which will automatically come to an end on the expiry of the specified period. Further, no notice and notice pay or retrenchment compensation will be payable to you from the Company. However, your services may be extended for another one-year subject to satisfactory performance during the previous tenure or till regular appointment of Company Secretary in the NIAL whichever is earlier.
8. General instructions regarding terms and conditions for contractual appointment as issued from time to time, will be applicable and binding on the Company Secretary.
9. The contractual appointment can be terminated at any time, by giving prior notice of one month before in writing to the concerned person.
10. In case any such appointee desires to resign, he may do so by giving a notice of 1 month in writing to the CEO, NIAL. After expiry of the notice period, the appointee may be relieved after handing over full charge of records to the relieving officer as decided by CEO, NIAL.
11. The appointee will furnish as undertaking at the time of joining the duty in regards to the truth and correctness of the information furnished by him/her (Annexure-I) and also declaration of fidelity and secrecy, as per (Annexure-II).
12. The Appointee will be eligible to avail leaves as per the policies of the Company applicable for the time being in force.
13. Candidate will not be entitled to any allowance(including conveyance) towards travelling shifting of baggage for Joining NIAL, Gr. NOIDA. However, travel allowance will be provided under the rules applicable for State Govt. employee.

Canvassing in any form shall disqualify the candidates.

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Application Form**(Annexure-A)****Noida International Airport Limited
(A joint venture of Govt. of Uttar Pradesh)**

Advertisement No. NIAL/HR/Rectt./...../2022

Application for the Post of **COMPANY SECRETARY****A. PERSONAL DETAILS:**

1	Applicant's Name	
2	Father's Name	
3.	Mother's Name	
4.	Husband's Name	
5.	Date of Birth (DD/MM/YY)	
	Age as on 01-01-2023years.....months.....days
6.	Gender (Male/Female/Other's)	
7.	Category (UR, OBC, SC, ST/EWS)	
8.	Present Designation (if any)	
9.	Present pay-scale and Basic pay	
10.	Holding present pay-scale w.e.f.	
11.	Period of holding the present gradeyears.....months.....days
12.	Total Executive Experienceyears.....months.....days
13.	Correspondence/Temporary Address	
14.	Permanent Address	
13	Contact No. (With STD Code) Mobile: Landline Phone: Email ID	
14	Aadhar No.	
15	Voter ID No	

B. EDUCATIONAL DETAILS.

S.No.	Qualification	Name of Board/Institute/University	Year of Passing	Division/Grade/Percentage

Experience Details:-

S.No.	Period		Designation	Pay Scale	Organization	Responsibilities in brief
	From	To				

(*) Attach separate sheet, if required)**

Total work experience in the relevant field Years Months.

D. OTHER DETAILS:-

1	Whether any punishment awarded in last 10 years. If yes, please furnish details	
2	Whether any disciplinary action/inquiry is contemplated against the applicant. If yes, please furnish details	
3	Time required for joining, if selected	

E. Supporting Documents Enclosed:-

S.No.	Supporting Document	Attached (Yes/No.)	Remarks (if any)
1	Age Proof (matriculation Certificate/Mark-sheet)		
2	Qualification Certificates & Mark-sheets		
3	Experience Certificate (s)		
4	Latest Salary slip & bank statement showing entry or IT Returns		
5	Document fulfilling of relevant exp.		

F. Confirmation: I do hereby confirm that I am fulfilling the following criteria:-

S.No.	Criteria	Fulfilling (Yes/No.)	Remarks (if any)
1	Age as on 01-01-2023 (Not more than 40 years)		
2	Qualification		
3	Presently working with Central/State Govt./PSU/reputed organizations		
4	Working in the required grade/pay-scale(DA/CDA)		
5	Experience is adequate (in total number of years)		
6	Experience is in the required field (as asked)		
7	Key managerial personnel/HOD(for GM/Finance		

I hereby declare that the particulars furnished above by me are true. I understand that my candidature will be cancelled, if any information is found incorrect or false at any point of time

(Signature of the candidate)

Name

UNDERTAKING

I, (Name,) S/o..... Appointed as In Noida International Airport Limited do hereby undertake that information given by me at the time of my joining in Noida International Airport Limited are true and correct to the best of my knowledge and belief. In case any information given by me is found incorrect or false at any stage, Noida International Airport Limited has absolute right to take necessary action including discontinuance of my service without any notice.

Name & Signature

Place:

Date:

DECLARATION OF FIDELITY AND SECRECY

1. I, (Name), (Designation), declare that I will follow all the rules and regulations of the NIAL, which are in force during the period of my assignment. I will discharge the duties with utmost honesty and sincerity and in case I may be found to be performing duties not satisfactorily or found working in conflict with the interest of NIAL, my services shall be discontinued by terminating the contract without assigning reason.
2. I, (Name), (Designation), further declare that during the period of assignment with NIAL, it is, likely that I may come across certain information of important or secret nature. More particularly, I will not divulge any information gathered by me during the period of my assignment to anyone who is not authorized specifically by competent Authority of NIAL to know/Have the same.

Name & Signature

Place:

Date: