

## **Vacancy for Company Secretary**

Indian Strategic Petroleum Reserves Limited ( ISPRL) is a Special Purpose Vehicle created for the purpose of building and operating strategic crude reserves in the country, aimed at ensuring the energy security of the country. It is a wholly owned subsidiary of Oil Industry Development Board ( OIDB). The Company's Board consists of a mix of executive and non-executive Directors. The day to day operations is managed by CEO & MD, assisted by a group of professionals drawn from various oil PSUs . The Board of the Company is chaired by the Secretary, Ministry of Petroleum and Natural Gas, Govt. of India.

To comply with and in consonance with the provisions of the Companies Act, ISPRL is looking for an experienced and competent candidate to fill up the position of **Company Secretary** .

The position will be based at the ISPRL Head Office at Noida. The appointment shall be on deputation for a period of 03 years from the date of assumption of charge of the post, extendable up to 05 years as per ISPRL requirement and subject to satisfactory performance.

Applicants working in Schedule 'A' PSUs meeting the vacancy criteria may apply through proper channel to reach the application at ISPRL latest by 09/02/2018.

<b>INDIAN STRATEGIC PETROLEUM TESERVES LIMITED</b>
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JOB TITLE	Company Secretary
LOCATION	ISPRL Head Office – Noida
REQUIRED FROM	March, 2018
METHOD OF FILLING	Deputation
REPORTS TO	Chief Finance Officer (CFO) at Head Office
LEVEL/ GRADE OF POST	Officer in Grade "C/D" of Schedule 'A' PSU Company
SCOPE OF THE JOB	

**JOB REQUIREMENT:**

To deal with, perform and comply with all aspects of the work of a Company Secretary in accordance with the provisions of the Companies Act, Memorandum and Articles of Association.

**EDUCATIONAL QUALIFICATION: Essential:**

Membership of The Institute of Company Secretaries of India after completing CS

**Desirable:**

Additional qualification of MBA-Fin/ICAI/ICWAI/Degree in law.

**EXPERIENCE:**

Minimum 05 years' experience in the Secretarial function in the Officer Grade "C/D" of Schedule "A" PSUs ( Dy. Manager / Manager) having good working knowledge of MS Office & other accounting software.

**PREFERED COMPETENCIES :**

Should possess:

- Sound ability to grasp complex legal and financial issues;
- ability to prioritise and work methodically under pressure;
- excellent written and spoken communication skills;

**Note:** Exceptional applicants in one-level higher grade may also be considered. Applications routed through proper channel should be received by the undersigned latest by **09.02.2018**

Head-Personnel & Administration,  
Indian Strategic Petroleum Reserves Ltd.,  
OIDB Bhawan, 3<sup>rd</sup> Floor, Plot No.2, Sector-73,  
Noida-201301 (U.P )

## APPLICATION FORM FOR THE POST OF COMPANY SECRETARY

[THROUGH PROPER CHANNEL]

**(Note: Any column left blank will make the application incomplete and liable for rejection.)**

1. Name of the post applied for: \_\_\_\_\_
2. (a) Name (as per official records) \_\_\_\_\_
- (b) Designation of the Applicant (in full) \_\_\_\_\_
3. Address for communication \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- 4.. Telephone No: Office \_\_\_\_\_ Residence \_\_\_\_\_ FAX No. \_\_\_\_\_
- Mobile No. \_\_\_\_\_ E-Mail address \_\_\_\_\_
5. Date of Birth \_\_\_\_\_ Age as on \_\_\_\_\_
6. Minimum Eligibility criteria:

	As per job description	Possessed by the officer
Educational/ professional qualifications (alongwith the name of Institutions)	Essential : Minimum Grade C/D of OIL PSU and to be a member of The Institute of Company Secretaries of India.	
	Desirable: Persons having additional qualification like MBA-Fin/ICAI/ICWAI/Degree in law from a recognized university/institution	
Experience	Essential: Minimum 05 years' experience in the Secretarial function in the Officer Grade "C/D" of Schedule "A" PSUs ( Dy. Manager / Manager) having good working knowledge of MS Office & other accounting software.	

7. Details of Employment in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient):-

Sl. No.	Designation, and place of posting	Organization	From	To	Grade/Scale of pay in the recent most position	Nature of experience
1.					-	
2.					-	
3.					-	
4					-	
5						

Note : 1. You may attach a write up, if you wish, **not exceeding two pages**, in support of your candidature.

2. Full form of all abbreviations used while making entries in the application form should be suitably explained i.e in footnotes or a separate attachment.

8 (A) Do you hold lien in any other organization other than where currently working ?

Yes/No

If yes:

- a) name of the organization in which the lien is held :-
- b) date from which the lien is held :-

(B) Are you on deputation?

Yes/No

If yes:, date from which you have been on deputation:

9 (A) Whether any punishment awarded to the applicant during the last 10 years. If yes, the details thereof

Yes/No

- a) Whether any action or inquiry is going on against him as far as his knowledge If yes, the details thereof

Yes/No

**CERTIFICATE**

I certify that the details furnished by me in paras 1 to 9 are true to the best of my knowledge and belief.

**UNDERTAKING**

If selected, I hereby undertake to join the post within 02 months.

(Name and Signature of the applicant)  
Date:

**COUNTER SIGNED**

Signature & Designation of the  
Competent Forwarding Authority with  
Telephone no. & Office Seal

**(Certificate to be Furnished by The Employer/Head of Office/Forwarding Authority)**

Certified that the particulars furnished by Shri/Smt \_\_\_\_\_ are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.

2. Also certified that:-

- i. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. \_\_\_\_\_
- ii. His/Her integrity is certified.
- iii. His/Her ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary to the Government of India or above/Competent Authority in case of a PSU, are enclosed.
- iv. No major/minor penalty has been imposed on him/her during the last 10 years\*
- v. A list of major/minor penalties imposed on him/her during the last 10 years is enclosed\*.
- vi. Vigilance Profile is enclosed
- vii. This Organization has no objection to relieve him/her in case of his/her selection to the post(s) applied for.

**Signature :**  
**Name & Designation:**  
**Telephone No. :**  
**Fax No. :**  
**Office Seal :**

**Place:**  
**Dated:**

**List of enclosure:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

(\*Strike out which is not applicable.)