

### National Land Monetization Corporation (NLMC)

National Land Monetization Corporation (NLMC) is a wholly owned Government of India company set up for the monetization of non-core assets of CPSEs and other Government agencies. NLMC invites applications on deputation basis for the below post fulfilling the following requirements:

#### 1. Post requirements

<b>Name of Post</b>	Company secretary
<b>No. of Post</b>	One (1)
<b>Place of Posting</b>	New Delhi
<b>Upper age limit</b> (as on the date of circular)	Not more than 45 years
<b>Duration of appointment</b>	Three (3) years (Extendable for 2 more years)
<b>Mode of appointment</b>	The appointment shall be on deputation basis for a period of 3 years from the date of joining or until further orders, whichever is earlier.
<b>Remuneration</b>	Refer Para 3
<b>Eligibility Criteria</b>	
<b>Educational Qualification required</b>	i. Qualified Company Secretary having Associate/Fellow membership of the Institute of Company Secretaries of India (ICSI) ii. Qualification in Law is desirable
<b>Experience required</b> (as on the date of circular)	a) The Candidate should have post qualification experience of minimum 5 years in company secretariat with government company/(ies) as an Assistant/ Company Secretary. b) The Candidate should possess thorough knowledge of matters pertaining to Company law, Corporate and Secretarial functions.

#### 2. Selection Process

- i. Completed application in the prescribed format (**Annexure-I**) through proper channel should reach the address mentioned in Para 4 on or before the last date of submission.
- ii. Applicant may submit an advance copy with all the required details to the company. However, the completed application must be presented on the day of interview.
- iii. Incomplete applications and applications received after the stipulated time/date shall be rejected and shall not be entertained under any circumstances.
- iv. Only the Shortlisted candidates will be called for interview. The date & time of Interview will be informed to the applicants on the email ID provided in the Application Proforma.
- v. The shortlisted candidates should carry original copies of all the documents submitted along with them for verification at the time of interview.
- vi. The decision of the company regarding scrutiny of application and short listing shall be final and binding.
- vii. In the above cases, no request for relaxation or otherwise would be entertained.

### **3. Remuneration**

- i. The Company Secretary will draw the same pay & allowance as per their pay scale/ grade in the employer CPSE.
- ii. An additional deputation allowance is admissible at the following rates:
  - a. In case of deputation within the same station the deputation allowance will be payable at the rate of 5% of basic pay subject to a maximum of ₹4500 per month.
  - b. In case of deputation involving change of station, the deputation allowance will be payable at the rate of 10% of basic pay subject to a maximum of ₹9000 per month.
- iii. The Perks & Performance Related Pay will be paid as per the company pay policy.

### **4. Mode of Submission**

- i. The Application is to be submitted either in digital mode or physical mode.
- ii. A soft copy of the Application Proforma through proper channel along with self-attested documents shall be sent on the email id [AM-NLMC@gov.in](mailto:AM-NLMC@gov.in) with email subject line as – “*Application for Company Secretary*” before the last date of submission.
- iii. The physical copy of the Application Proforma along with certificate by employer and self-attested documents should be enclosed in a single envelope and sent to The CEO, National Land Monetization Corporation, Room no. 401, Block no.14, CGO Complex, New Delhi – 110003
- iv. The last date for receipt of application in both digital and physical mode shall be same.

### **5. General Instructions**

- i. Before applying, candidate should read the complete advertisement carefully and ensure that he /she fulfill the eligibility criteria for the post advertised in all respects.
- ii. Application will be liable for cancellation if at any stage it is found that information furnished in the application is misleading/incomplete/false.
- iii. The post is to be filled on deputation basis.
- iv. Applicants are advised to give specific / correct/ full information and attach proof thereof by way of self-attested photocopies of the original documents/certificates etc. to be submitted along with the Application Proforma.
- v. The company reserves the right not to fill up the post, if so desires.
- vi. Mere fulfilling the minimum requirement will not vest any right for selection.

**Last date for submission of application: 26<sup>th</sup> August 2022 (Friday) till the end of office hours.**

### Application Proforma

<b>National Land Monetization Corporation</b> (a wholly owned Government of India company) Application for the Post of Company Secretary Cir. No.Rect/01/2022					<b>Photo of the Applicant</b>		
Name (In Block letters)							
E-Mail Id							
Contact No.							
Gender							
Date of Birth (dd/mm/yyyy)							
Age as on the date of Circular							
Nationality							
Postal Address							
Permanent Address							
Educational Qualification (In chronological order)							
Name of Degree or examination passed		Name of Board/ University/Institution		Month & Year of Passing		Duration of degree	Marks scored
Details of Post Qualification Experience (In chronological order)							
Name of the Organisation	Designation	From date	To date	Total period In years & months)		Job description	Salary drawn

I certify that the information furnished above is true, complete and correct to the best of my knowledge & belief. If at any stage, any information is found to be false or in correct, my candidature may be cancelled and my appointment if made, shall stand terminated without any notice and compensation.

Place:

Date:

Signature of applicant

*Note: Please attach a copy of your ID proof along with proof of educational qualification, work experience and last pay certificate as stated above.*

### **Certificate to be published by the Employer**

Certified that the above particulars furnished by Shri/Smt..... are correct. He/ She possesses educational qualification and experience mentioned in vacancy circular.

It is also certified: -

1. The officer is holding post/ analogous post on regular basis.
2. That there is no vigilance/disciplinary case or criminal case pending or contemplated against Shri/Smt .....
3. That his/her integrity is certified.
4. That no major/minor penalty has been imposed on him/her during his/her tenure with the Company.
5. That the employer has no objection to the consideration of the applicant for the post applied for.
6. The APAR rating for the last five years in respect of the officer (wherever applicable)

Place:

Date:

Signature of employer

Name  
Designation  
Tel. No.