



Chandigarh International Airport Ltd.

RECRUITMENT NOTIFICATION NO. 4/2024

Applications are invited for appointment to the post of Company Secretary, on purely contract basis, for a period of 3 years or earlier, in Chandigarh International Airport Ltd. Application form and other details can be downloaded from www.chial.org

CEO-CHIAL



RECRUITMENT NOTIFICATION No. 4/2024
FOR APPOINTMENT OF COMPANY SECRETARY
ON PURELY CONTRACT BASIS

Chandigarh International Airport Ltd. (CHIAL) is a Joint Venture company of Airports Authority of India, Government of Punjab and Government of Haryana to operate and maintain Chandigarh International Airport.

CHIAL invites application for the post of Company Secretary on "purely contract basis" for a period of 3 years or earlier. The selected candidate will be posted at Chandigarh International Airport Limited, Mohali/Chandigarh.

AGE LIMIT

- The maximum age limit for the post of Company Secretary is 40 years as on 01.05.2024.

REMUNERATION

- The Consolidated Salary shall be ₹ 80,000, subject to an annual increment of 5%. This excludes the employer's contribution to the Provident Fund. The basic salary used for calculating the Provident Fund shall be ₹25,000.
- Salary for the post will be commensurate with qualification and experience.

CONTRACT APPOINTMENT

- The Contract Appointment will be for 3 years or earlier, on purely temporary basis.
- The Contract of Appointment may be terminated by either side by giving **30 days' notice** or by paying the contractual remuneration of one month in lieu of notice period.

QUALIFICATIONS

- The Candidate should be a member of **Institute of Company Secretaries of India**.
- Preference will be given to a candidate having additional qualification of Chartered Accountant / Cost Accountant and working experience in Government Organization as Company Secretary.

EXPERIENCE

- The Candidate should have at least 3 years (post qualification) experience in a company having minimum paid up capital of Rs.10 crores.

- The candidate should have a thorough knowledge regarding the compliance of Companies Act, Corporate Laws, Conducting of Board Meeting(s) and performing functions of Company Secretary, as given under Section 205 of the Companies Act, 2013.

CONDITIONS

- Prescribed qualifications are the minimum requirements and mere possession of the same does not entitle candidates to be called for interview.
- The experience is post qualification and the minimum required. Mere possession of minimum experience does not confer any right for interview / selection.
- Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to selection/appointment shall be a disqualification.
- Any candidate found guilty of impersonation or submitting fabricated documents or making statements, which are false or incorrect or indulging in suppression of facts, attempts to use unfair means for the purpose of recruitment, will be liable for rejection.
- The candidate shall have to indicate his/her acceptance to the offer within fifteen days from the receipt of offer, if not; next candidate in order of merit will be offered the appointment on similar lines. However, the Competent Authority may grant such extension of time depending upon the exigencies, if so requested. However, the final decision will be of CHIAL.
- The candidates shall have to appear for interview at their own cost.

SELECTION

- Shortlisted candidates will be called for interview, for which a separate date to be informed to the candidates in due course, on the email to be provided by the candidate in his/her application form.
- Selection will be done by a Committee, to be constituted by the Competent Authority.
- The selected candidate shall also have to assist the senior officer(s) of CHIAL, in addition to his/her normal duties.
- Management reserves the right to assess fitness or otherwise of the candidate selected.

HOW TO APPLY

- The Candidate can download the Application Form from www.chial.org
- Duly filled-in Application Form, in all respects, along with self- attested copies of experience certificate(s) and copies of acquired educational/professional qualification certificate & marks-sheet plus self-attested copy of certificate and mark sheet(s) of Company Secretary qualification be sent [on ixc@chial.org](mailto:ixc@chial.org) latest by 14th June 2024 in pdf format.

MISCELLANEOUS

- Shortlisted candidates, who will be called for interview, should download application format attached, fill up the same and come along with all the relevant certificates/testimonial, in

originals, for verification purposes only. Non-bringing of original documents for verification purposes, will lead to rejection of candidature at any stage during the process of recruitment.

- CHIAL shall not be liable for any damage / injury / loss to the individual, if any, sustained during the entire recruitment process and journey.

VENUE, TIME & DATE OF INTERVIEW

- Venue, Time and Date of Interview for the post of Company Secretary will be informed shortly/separately via email only. CHIAL cannot be held responsible by the Applicant for filling wrong email ID in his/her Application Format.

LASTDATE

- The last date for submitting/sending the Application Form at the above-mentioned email is 14th June 2024.



Asst. Manager (HR)
For Chief Executive Officer
Chandigarh International Airport Limited



Chandigarh International Airport Limited

Paste Self attested
Recent passport size
photograph

APPLICATION FOR THE POST OF COMPANY SECRETARY (ON PURELY CONTRACT BASIS)

Last Date: 14-06-2024

All fields are mandatory. Please read the detailed advertisement posted on the CHIAL/ICSI Website prior to filling up the form.		
1	Name (IN BLOCK LETTERS)	
2	Gender	
3	Father's Name	
4	Mother's Name	
5	Date of Birth & Age as on 01.05.24	
6	State of Domicile and Nationality	
7	Email Id	
All correspondence to the candidates will be made via e-mail on the e - mail ID provided by the candidate in the application form only. No other method of communication will be adopted.		
7(a)	Contact/Current Residential Address	Permanent Address
8.	Contact Number(s)	
9.	Religion	

10. EDUCATIONAL QUALIFICATION: (Academic and Professional: 10th standard onwards)

Name of Qualification with specialization wherever applicable.	Institution/ University	Nature of the Course (Full Time/ Part Time/Correspondence)	Duration of the Course	Subjects / Specification	Class / Division	Month & Year of Passing
(1)	(2)	(3)	(4)	(5)	(6)	(7)

(Note: Please give full & complete information)

11. Present Salary (if any): _____
12. Pay Expected (consolidated): _____
13. If selected, how soon can you join? _____
14. No. of years of Post Professional Qualification Experience you possess (in completed years): _____ Years _____ months (as on 01.3.24) in company(ies) having paid-up capital of Rs.10 crores or more.

15. Professional Experience from the First Job/ Rank onwards to Current Job/ Rank
(chronological order): (use separate sheets, if required)

S. No.	Designation / Rank	Organization/ company	Central Govt/ PSU/ Private	Period of working		Gross Pay	Reasons for Leaving
				From (dd/mm/yy)	To (dd/mm/yy)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

(Note: Please give complete details for the experience profile like Date, Month & Year)

16. Pen picture details (To be typed in about 500 words on a separate sheet and enclose to the application with your name legibly written on the top of the paper)

(i) Detailed Picture of the current position held.

(ii) Pen picture of Professional experience, achievements & significant contribution in the field.

I hereby declare that the above statements are true and complete to the best of my knowledge and belief. I understand that in the event the information is found to be false or incorrect, my candidature/appointment may be considered as terminated without any notice.

Place:

Date:

Signature of the Candidate

Note: The candidate is required to fill up all the columns. In the event of failure to enclose/ fill up the aforesaid details (including detail sought at sl. no. 16 above) the application form will be summarily rejected.