

Company Secretary Professional (on contract) for Butwal-Gorakhpur Cross Border Power Transmission Limited a Joint Venture of POWERGRID Corporation of India Limited and Nepal Electricity Authority

Butwal-Gorakhpur Cross Border Power Transmission Limited (BGCBPTL/the Company), is a Joint Venture of Power Grid Corporation of India Limited, a Maharatna Public Sector Enterprise under the Ministry of Power, Govt. of India and Nepal Electricity Authority.

To operate and manage the compliances, the Company is looking for bright, committed, hardworking and energetic candidate with professional experience in Company Secretariat function to be appointed as Company Secretary Professional (on contract) in the Company as per the details given below:

Position	Company Secretary Professional (on contract)									
No. of Vacancy	01									
Essential Educational Qualification	Associate Member of the Institute of Company Secretaries of India (ICSI)									
Essential Post Qualification work experience	At least 01 year in Company Secretariat of any unlisted / listed company (Internship / training shall not be counted as experience)									
Area of Experience	Experience in secretarial matters like: <ul style="list-style-type: none"> ✓ Drafting of agenda, minutes, official letter etc. ✓ Conducting Board / Committees' / meetings, General Body Meetings ✓ Compliance with statutory requirements under Companies Act and other statutory compliances thereof. ✓ RBI Compliances 									
Tenure & Nature of Post	04 Years, Contractual									
Upper Age Limit (as on 15 th June, 2024)	30 years (candidates should be born on or after 15 th June, 1994)									
Place of Posting	The candidates shall be posted in Delhi NCR. However, they need to work in both offline and online mode.									
Total benefits	(i) The total remuneration for the post shall be Rs. 70,000/- per month on lumpsum basis (Inclusive of all benefits) in the first year of engagement. The remuneration shall be paid as per following: <table border="1" style="margin-left: 40px;"> <tr> <td>1st Year of engagement</td> <td>Rs.70,000/- per month</td> </tr> <tr> <td>2nd Year, after successful completion of 1st year of engagement</td> <td>Rs.76,000/- per month</td> </tr> <tr> <td>3rd Year, after successful completion of 2nd year of engagement</td> <td>Rs. 82,500/- per month</td> </tr> <tr> <td>4th Year, after successful completion of 2nd year of engagement</td> <td>Rs. 89,500/- per month</td> </tr> </table>		1 st Year of engagement	Rs.70,000/- per month	2 nd Year, after successful completion of 1 st year of engagement	Rs.76,000/- per month	3 rd Year, after successful completion of 2 nd year of engagement	Rs. 82,500/- per month	4 th Year, after successful completion of 2 nd year of engagement	Rs. 89,500/- per month
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	<p>The increment will be given from the first day of month subsequent to the month in which one year is completed.</p> <p>(ii) Contract personnel will be entitled to 12 days Casual Leave, 10 days Sick Leave in a calendar year.</p> <p>(iii) OPD reimbursement for self, spouse and 02 children with ceiling of Rs. 30,000/- per annum.</p> <p>(iv) Medical insurance for hospitalization covering self, spouse and 02 children cumulative annual coverage of Rs. 5 lacs.</p>
Appointment	Successful candidate shall be appointed as Company Secretary of the Company initially for a period of four (04) years, which may be extended for further period based on performance and discretion of Management.
Selection Process	Through personal interview

For applying visit ICSI Placement Portal.

<https://placement.icsi.edu/PlacementApp/corporate>

IMPORTANT DATES	
Commencement of Online Submission of Application	31 st May, 2024
Last date for Online submission of Application	15 th June, 2024
Cut-off date for eligibility criteria	15 th June, 2024