



# Rural Electrification Corporation Limited

(A Government of India Enterprise)

requires

## DEPUTY COMPANY SECRETARY & ASSISTANT COMPANY SECRETARY

Rural Electrification Corporation Ltd. (REC) is a wholly owned Government Company under the Ministry of Power, Government of India, having its Registered Office in New Delhi. REC is one of the leading public financial institutions/NBFCs in the country, financing rural electrification schemes, power generation, transmission and distribution projects in both the public and private sector. The Company has 17 Project Offices in different states across the country to generate and coordinate business activities, service its clients and oversee the progress of financed projects. It has a Central Institute for Rural Electrification at Hyderabad to offer specialized training in technical and management aspects to the professionals of different disciplines working in power utilities and institutions.

REC has established an excellent track record over the years for its consistent performance, profitability and growth with a Turnover of Rs. 1,997 crore, Profit before tax of Rs. 803 crore and Dividend Pay-out of Rs. 183 crore for the financial year 2003-04. (More details on the company's activities and achievements can be accessed on its website [www.recindia.nic.in](http://www.recindia.nic.in)). In order to keep pace with its expansion and diversification programmes, and further professionalise its executive manpower, REC is looking for recruitment of dynamic and result-oriented professionals, for the positions of (a) Deputy Company Secretary (DCS) and (b) Assistant Company Secretary (ACS), to be posted at its Corporate Office in New Delhi, to assist the General Manager (Law) & Company Secretary in the efficient discharge of diverse corporate responsibilities and statutory compliance requirements.

The incumbents for both the posts should have up-to-date knowledge of all applicable laws, rules, regulations and guidelines relating to management of Government Companies/Financial Institutions/NBFCs and various statutory compliance requirements and fulfil the following minimum criteria:

### AGE LIMIT

40 years for the post of DCS and 30 years for the post of ACS.

The Age as on the last date of application will be treated as cut-off date for this purpose. Age relaxation in respect of candidates belonging to SC/ST/OBC/Ex-Servicemen will be as per Govt. of India Rules.

### QUALIFICATIONS

- Minimum : First Class Graduate with Associate Membership of ICSI.
- Preferable : Additional Degree in Law/ACA/ICWA.

### EXPERIENCE

- Minimum post-qualification (CS) experience of ten years preferably in a leading CPSU/Financial Institution/Bank or Stock Exchange, for the post of DCS.
- Minimum post-qualification (CS) experience of One year in a reputed company, for the post of ACS.

Incumbents for both the posts should have good knowledge of computers to work in a computerized environment.

### EMOLUMENTS

- Rs. 26,795 per month including DA and CCA in the IDA pay scale (provisional) of Rs. 17,500-4%-22,300, for the post of Deputy Company Secretary.
- Rs. 17,295 per month including DA and CCA in the IDA pay scale (provisional) of Rs. 11,225-4%-17,250, for the post of Assistant Company Secretary.

Other allowances/perks such as HRA/leased residential accommodation, conveyance reimbursement, medical reimbursement, LTC, CPF, Gratuity, Leave Encashment, Conveyance/House Building Advance etc. are admissible as per Rules of the Company.

Higher start may be considered in case of exceptionally brilliant/outstanding candidates. While the initial posting will be in New Delhi, the incumbents are liable to be transferred anywhere in India at the discretion of the company. The selected candidate(s) should be able to join the company at the earliest.

### HOW TO APPLY

Those candidates serving Govt. agencies/organisations must apply "through proper channel".

Eligible and interested candidates may send their detailed bio-data mentioning two references along with a recent passport size photograph and particulars of name, address, age, qualifications, experience (including proof in the form of attested photocopies), salary drawn and expected. The envelope should be superscribed with the name of the post applied for and sent to Deputy Director (Personnel), Rural Electrification Corporation Ltd., Core-4, SCOPE Complex, 7, Lodhi Road, New Delhi - 110 003 so as to reach by 25th April, 2005.