



एन्ट्रिक्स कॉर्पोरेशन लिमिटेड, बेंगलूरु
ANTRIX CORPORATION LIMITED, BENGALURU
अंतरिक्ष विभाग के अंतर्गत भारत सरकार की एक कंपनी
A Government of India Company under Department of Space

कंपनी का परिचय/Company's Profile:

Antrix Corporation Limited (Antrix) is a wholly owned Government of India Company under Department of Space. It markets space products and services to national and international customers. For more details, please log on our website: www.antrix.co.in

भर्ती/Recruitment:

Antrix invites application for recruitment for the post of **“Company Secretary” on Contract basis** as detailed below for 01 Year at a fixed all-inclusive salary. The service can further be extendable by one or more years at the absolute discretion of the Company. The eligibility criteria and other details are tabulated below:

Post	Salary	Qualification	Experience
Company Secretary	₹ 50,000/- (all-inclusive) with ₹ 5,000/- increase after completion of each year	Associate / Fellow Member of the Institute of Company Secretary	Retired from Central or State Public Sector Undertakings (both superannuation/voluntary retirement) with minimum 5 years' experience as “Company Secretary” in CPSU / SPSU

Only Indian nationals need to apply. The maximum age as on 01.05.2019 is 63 years or below. All the eligibility (Age, Qualifications, work experience etc.) shall also be computed as on 01.05.2019. The place of posting will be at Bengaluru, Karnataka.

Job Requirements:

Ensuring compliance to all Statutory and Regulatory requirements. Maintenance of Secretarial records, statutory books and registers. Arranging Board/ General Meetings and preparing minutes thereof. Follow up of implementation of the Board decisions and report the status to Board regularly for necessary corrective action. Advising Company in any other required matters. Any other responsibilities allocated from time to time. Good knowledge of Company laws, Good Communication skills, willingness to meet work exigencies without hesitation and up to date on new developments.

Medical Standards:

Engagement of selected Candidates is subject to his/her being declared medically fit as per the requirement of the Company. No relaxation in health standards will be allowed.

Selection Process:

Selection will be based on experience and interview.

Other Conditions:

He / She is not eligible for any other perks/allowances. No medical benefits of the Company will be extended. The engagement shall not be construed as an employment in the Company and the provisions of PF/ Gratuity/Pension etc., shall not apply in this case. No other allowance/ payment/ benefit/ facility from the Company other than what has been specifically mentioned here-in above, shall be payable. The person so appointed will have no claim for their absorption in regular establishment of the Company.

One day leave for each calendar month of service which can be availed during the contract period. Leave can be carried forward and accumulated but no leave encashment can be availed during contract period or on resignation or termination of the contract. No other leave would be admissible. Saturday, Sunday and other Company holiday would be admissible. TA/DA would be admissible if deputed on outstation duty. Working hours will be same as for the Company.

The appointment will be subject to the satisfactory performance. His / Her performance will be evaluated periodically. In case the performance/conduct of the 'Company Secretary' is not satisfactory, the service will be terminated, by

giving one month notice of cessation of contract. The contract can be terminated by either parties by giving one month's clear notice.

On completion of the contractual period of one year, his/her engagement shall automatically come to an end unless renewed on the Company's discretion. There will not be need for issuance of communication by the Company for termination of the contract after the above said period.

He / she shall be required to execute the Fidelity & Secrecy agreement in which he/she shall agree not to disclose any information/Data which he/she is privy to while in the contract engagement and shall take reasonable security measures to prevent accidental disclosure.

How to Apply:

Duly filled in Application in the prescribed format available in Antrix website may be sent to the `Senior Administrative Officer, Antrix Corporation Ltd., Antariksh Bhavan Campus, New BEL Road, Bengaluru-560094, Karnataka' accompanied with the self-attested photo copies of the following documents:

- (a) Matriculation Certificate (for age proof);
- (b) Self-attested copies of Certificate of Academic Degree from a recognized Institute/ University in India;
- (c) Self-attested copies of Certificate of Professional Degree including associate/fellow Membership of the Institute of Company Secretaries of India (CSI);
- (d) Self-attested copies of certificates of professional qualifications, if any,
- (e) Certificates in proof of experience, clearly indicating the length and line of experience as per eligibility conditions;
- (f) Community Certificates (SC/ST);

All information submitted in the application will be verified with the original documents at the time of interview. If any information provided by the candidate is found to be false or incorrect or not in conformity with the eligibility criteria then his/her candidature is liable to be rejected/cancelled at any stage of the recruitment process or during the service. Decisions of Company in all matters regarding eligibility, selection etc., would be final and binding on the candidates. No representation or correspondence will be entertained by the Company in this regard.

Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material information in the application and also certified copies of testimonials.

TA restricted to II tier AC fare at the shortest route from his place of residence declared in the application to Bengaluru and back will be reimbursed against documentary evidence to the candidates on attending interview. Antrix strives to have a workforce who reflects gender balance and women candidates are encouraged to apply. Antrix reserves the right not to fill up the post, if it so desires.

Incomplete or vague applications or applications without documents as mentioned above will be rejected summarily. Applications not in the prescribed format or without a photograph will also not be entertained. The applicants must bring the original certificates in proof of age, educational qualifications and experience while coming for interview, failing which the candidate will not be allowed to attend the interview.

Candidates will be short-listed for Personal Interview, based on their qualification, experience and suitability for the post. Hence, applicants are advised to ensure their eligibility while applying. The short listed candidates only will be called for interview. The final selection will be on the basis of rank secured by the candidates in the interview.

The envelope for application should be superscribed –“Application for the post of Company Secretary”

The filled in application should reach Senior Administrative Officer, Antrix Corporation Limited, Antariksh Bhavan Campus, New BEL Road, Bengaluru-560094, Karnataka on or before 31-05-2019

Corrigendum, if any would be published in our website www.antrix.co.in only.
