

Haryana City Bus Services Ltd.

Advertisement for the post of Company Secretary - on Contract

Haryana City Bus Services Ltd. (HCBSL) is established under the Companies Act, 2013 for the purpose of running city bus service in Haryana. The registered office of the Company is situated at Main Bus Stand, Sectro-5 Panchkula 134109, and Haryana. HCBSL is a Public Sector Undertaking fully owned by the Government of Haryana. HCBSL invites applications from eligible Indian Citizens for filling up the following post:

S.No.	POST	No. of Vacancies	Place of Posting	Monthly Salary & Emoluments (Cost to Company basis)
1.	Company Secretary – on Contract	01	Panchkula/ Chandigarh	Total Monthly Salary Rs. 87,000/- (all inclusive) <i>Annual increment @3% p.a. on the Salary Amount at above, subject to satisfactory annual performance appraisal reports</i>

1. The eligibility criteria and other details are as under:

- a. **Qualification:** (i) Essential: Fellow/Associate Member of Institute of Company Secretaries of India (ICSI).
- b. **Experience:** A minimum of 10 years' experience as Company Secretary out of which a minimum of 5 years should be in a Central or Stage PSU/Listed company having paid up share capital of Rs. 10 Crore or more or Turnover of Rs. 100 crore or more in any of the last three financial years (Kindly attach documentary proof)
- c. **Age:** Maximum **50 years as on 1st January, 2024.**
- d. **Job Description:**
 - i. Excellent knowledge of Company Law and its application including Secretarial Standards, DPE Guidelines as applicable to CPSE/SPSE and other laws as applicable to a company under the companies Act, 2013 and relevant statutes.
 - ii. Drafting of Notice, Agendas and conducting the Board, Committees, Shareholders and other meetings of the Company & its subsidiaries and preparing minutes thereof. Passing Resolutions through Postal Ballot for Listed Companies as per Companies Act, 2013 and the Rules made there under.
 - iii. Drafting of Annual Report which includes Notice of Annual General Meeting, Directors Report and Corporate Governance
 - iv. Preparation and Filing of e-forms, returns and applications with Registrar of Companies (ROC) through portal of MCA.
 - v. Preparing and Maintaining Secretarial Records of Company viz; Statutory Books and Registers.
 - vi. Ensuring all compliances under the Companies Act, 2013 and other laws applicable to the Company
 - vii. Vetting of various agreements and giving inputs thereon
 - viii. Updation on new developments in various laws and regulations in the area of work of a CS

- ix. Such other work as may be assigned by the Board of directors or the Chief Executive Officer.
- x. The Company Secretary would report to the Chairman & the Chief Executive Officer of the company.

e. Selection procedure:

Interested candidates who fulfill the eligibility criteria, are required to submit following documents :

- i) A duly filled in Application Form in the prescribed format, which is available on Website
 - ii) Recent passport size photograph pasted in the space provided in the Application Form.
 - iii) One set of photocopies of supporting testimonials for date of birth, qualification, experience etc. Application without copies of required documents/certificates will be rejected. Original certificates will be required at the time of Interview.
 - iv) If the candidate is working in private sector listed company, he/she is required to submit a certificate from the existing employer **certifying that the employee concerned is working in the company for the past 05 years.**
- f. **Term of Fixed Term Employment Contract:** The selected candidate will be appointed on a Fixed Term Employment Contract for a period of **three (3) years extendable at the discretion of the Board based** on the annual performance review reports of the candidate.

The tenure can be extended or curtailed as per the requirements of the Company. The contract could be terminated at the discretion of the management during the period of contract, and/or in the event of unsatisfactory performance.

Applications that are incomplete will not be entertained

Any applicant not meeting the aforesaid requirements shall not be considered.

g. Submission of Form:

The candidates willing to apply for the post of Company secretary are required to submit their applications to Chief Executive Officer-cum-DST, Haryana City Bus Services Limited, First Floor, Bus Stand, Sec-05, Panchkula through E-mail to addl.ceo-hq@citybus.hrtransport.gov.in on requisite Performa along with self-attested supporting Documents of Qualification & Experience etc. on or before 16.07.2024 .Applications received late will be summarily rejected.

Management reserves the right to change in above schedule/conditions, based on requirements.

APPLICATION FORM-HCBSL

Name of the post applied for Company Secretary - on Contract

1. (a) Applicant's Name: _____

(b) Address for communication: _____

2. Telephone No: Office _____ Residence _____

3. Mobile No. _____

4. E-Mail Id _____

5. Date of Birth (DD/MM/YY)..... Age as on **01st January, 2024**
(Years/Months/Days).....

6. Educational/Professional Qualifications:

Sl. No.	Qualification*	Name of Institution/ University	Duration of the Course	Whether Full-Time or otherwise (Please mention, if applicable)
1	2	3	4	5

* Should be exactly as per Degree/ Diploma issued by the university.

7. Positions held (in support of the total requisite experience of 10 years, post qualification, as Company Secretary)

Sl. No.	Complete Designation*	Name of the Organization	Pay scale	Period		Brief Job Profile
1	2	3	4	5		6
				From	To	

*The positions should be indicated in order of the most recent assignment

: 2:

8. (a) Whether any penalty/punishment was awarded to the applicant during the last 5 years.

If yes, the details thereof

i) Civil /Criminal

ii) Departmental Enquiry

Yes	No
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(b) Whether any civil or criminal action or enquiry is going on against the applicant as far as his / her knowledge goes

If yes, the details hereof

i) Civil /Criminal

ii) Departmental Enquiry

Yes	No
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I certify that the details furnished above by me are true to the best of my knowledge & belief.

(Name & Signature of the Applicant)