



WESTERN COALFIELDS LIMITED

(A Govt. of India Undertaking)
(A Miniratna Company)

NOTICE FOR APPOINTMENT OF COMPANY SECRETARY ON FULL TIME CONTRACTUAL BASIS FOR WESTERN COALFIELDS LIMITED (WCL).

Notification No.:WCL/2021/ EE/3025 Dated 15.09.2021

Western Coalfields Limited (a subsidiary of Coal India Limited) invites application for Appointment/Engagement of 1 (one) full time Company Secretary from retired executives of E8 Grade or equivalent from Central/State Govt./PSUs/Govt. Aided Institutions etc on Contractual Basis for an initial period of one year. The Contract may be extended for another one year depending upon requirement and satisfactory performance. VRS optees will not be considered.

Eligibility, benefits, Nature of Work, terms and conditions etc are as under:

Details of Vacancy:

S No	Name of Post	Number of Post	Maximum Age for Eligibility
1.	Full Time Company Secretary on Contractual Basis (from retired Govt. Executives)	01 (one)	upper age limit of the Candidate should not exceed 65 years.

Nature of Work:

The Role of Company Secretary will broadly include:

The incumbent will function as Head of Office of Company Secretary Department and would be responsible for overall administration and management of the department. He shall undertake to comply and discharge the duties under Section 205 of Companies Act, 2013 read with Rule 10 of KMP Rules. He shall be regarded as "Officer" of the Company in terms of Section 2 (59) of the Companies Act. He will report to Chairman-cum-Managing Director, WCL and would also be responsible for any other functions assigned by the Management from Time to Time.

The candidate shall be responsible for overall compliance of Corporate Laws applicable to the Company and should have a good understanding and knowledge of The Companies Act, 2013 along with rules & regulations made there under, SCRA, SEBI, Competition Act, FEMA Act, Listing requirement, Maintenance of Statutory books / registers / records etc. Apart from this, the candidate shall be responsible for convening Board & Board level Committees and other statutory Meetings according to the provisions of The Companies Act, 2013 or as desired by the Competent Authority from time to time including Preparation & Circulation of Agenda to the Members, drafting of minutes, Circulation of

Decisions etc. He shall also be responsible for timely execution of filing of various forms with ROC including preparation and filing of Annual Return and XBRL. He will facilitate the Secretarial Audit and drafting & printing of Annual Report of the Company.

The candidate will make liaison and timely availability of various information to the Ministry of Coal, Ministry of Corporate Affairs, Deptt of Public Enterprises, Coal India Limited, its other subsidiaries, Independent Directors, Government Directors and various others agencies as and when required.

He/she shall actively involve in proper and smooth implementation of the Delegation of Powers (DOP).

He/she will monitor the Implementation of Insider Trading Policy of CIL and further regular updation of database of persons with whom Unpublished Price Sensitive Information (UPSI) is shared.

Period of Engagement:

For a period of One year.

Remuneration and Other Benefits:

Consolidated Monthly Remuneration of Rs. 1,25,000/- (Rupees One Lakh Twenty Five Thousand Only). He / She will also be entitled to the allowances and other benefits payable to the appointed Company Secretary in E- 8 Grade as per the CIL's policy for appointment of Advisor circulated vide CILs Office Memorandum bearing No. CIL/C5A(PC)/Advisor/2746 dated 17.03.2018.

Educational Qualification and Experience:

1. Essential: Company Secretary with Associate / Fellow Membership of ICSI along with a Graduation in any discipline from a recognized University. Candidates possessing additional qualification of Chartered Accountant or Cost Accountant will be preferred.
2. Post Qualification Experience: Minimum 17 Years of Working Experience of which 10 years as Company Secretary of the Company.

Nature of Experience:

Relevant post qualification experience means relevant work experience in a Company with good understanding & knowledge of Finance, the Companies Act and Rules & Regulations made there under, SCRA, SEBI, Competition Act, FEMA Act, Listing requirements, maintenance of statutory books/ registers/ records/ etc. Memorandum and Articles of Association.

It also includes having good knowledge of process, procedures and formalities of Public issue/ Right issue/ Bonus issue/ Split/ allotment of shares & certificates thereon/ listing of shares/ dividend payment/ monitoring activities of share transfer agents regarding share transfer/ Demat etc.

Selection Process:

Selection will be on the basis of Qualification, Relevant Post qualification experience and Personal Interview. Applicants fulfilling the eligibility criteria and other terms & conditions as per the notification shall be shortlisted and invited for Interview. Merit Panel will be prepared based on the performance in

the Personal Interview of the shortlisted eligible candidates and Final Selection will be on the basis of overall performance of the Candidate.

No TA will be paid to any candidate for appearing in the interview / selection process.

INTERVIEW TIME AND LOCATION:

Candidates shortlisted for interview will be intimated about the date, time and venue subsequently through email.

HOW TO APPLY:

The application form can be downloaded from the website of the Company i.e. WWW.WESTERNCOAL.IN under the caption "**APPOINTMENT OF FULL TIME COMPANY SECRETARY ON CONTRACTUAL BASIS FOR WESTERN COALFIELDS LIMITED (WCL)**"

Interested Candidates fulfilling the above criteria may submit their application (Hard Copy) in prescribed format (Annexure-I) along with self-attested copies of following documents should reach at office of Dy.GENERAL MANAGER (PERSONAL)/EE, EXECUTIVEESTABLISHMENT DEPARTMENT, WCL HQ, COAL ESTATE, CIVIL LINES, NAGPUR – 440001 latest by 05.00 PM of **24/09/2021** by Registered /Speed Post only:

1. Graduation Certificate
2. Associate/Fellow Membership Certificate of Institute of Company Secretaries of India
3. CA Qualified Certificate or Cost Accountant Qualified Certificate
4. Experience Certificate/s in chronological order
5. Any one of the Photo identity proof viz. PAN Card/Valid Driving License / Voter ID/Government issued ID.
6. For candidates working in Central/State Govt./PSUs/Govt. Aided Institutions etc. except CIL employees, NOC of the Present Employer OR Superannuation Certificate as applicable.

- Candidates are advised to enclose clear and legible documents/certificates to avoid rejection at screening stage. These documents will be subjected to further verification with the original documents at the time of interview, if called for.
- The incomplete application in any respect shall be rejected and Non- attachment of required documents as per application format will be treated as incomplete application.
- Applications received after the last date of submission will not be entertained.
- Management will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.
- In case of variation of Name/ surname/name, spelling mentioned in the Application cum Bio-data with that of educational/ professional qualification certificates, the applicant should submit certificate from SDM or equivalent competent Authority, failing which the application will be liable to be cancelled.
- Applicant is requested to give his/her active email address and mobile phone number which should be valid at least till the interviews are held as all important communications will be sent to this email id and Mobile number.

- The following original documents will be verified at the time of interview. Non-Production of original documents will debar the candidate from appearing for the interview.
- a. Date of Birth (DoB) proof: XthStd. Passing Certificate indicating Date of Birth OR School Leaving Certificate
 - b. Qualification: All Certificates/Mark Sheets for each Year/Semester in support of Educational/Professional Qualification, as prescribed.
 - c. Experience Certificates.
 - e. All other certificates as per the application submitted

Other terms & conditions:

1. Candidates may note that mere empanelment does not make them entitled for appointment on contractual basis.
2. For the posts - Age, Qualification & experience would be as on **01.09.2021**.
3. All qualifications should be recognized by AICTE/UGC/appropriate Indian Statutory Authorities.
4. Before submitting the application form, the candidate must ensure that he/she fulfills all the required eligibility criteria for the post applied.
5. No modifications are allowed after candidate submits the application form. If any discrepancy is found in the data filled by the candidate in the Application and that of the original testimonies, the candidature of such candidate is liable to be rejected. Hence, utmost care should be taken to furnish correct details while submitting the application.
6. WCL reserves the right to cancel/restrict/enlarge/modify/alter the recruitment process, if need so arises, without assigning any reason thereof.
7. Appointment of the selected candidate will be subject to medical fitness by the Medical Officer of the Company.
8. If, at any stage of the appointment/engagement process or subsequently, it is found that, the applicant has provided wrong information or submitted false documents or has suppressed relevant information or does not meet the eligibility criteria for this appointment or has resorted to unfair means during selection process or is found guilty of impersonation or Created disturbance affecting the smooth conduct of the Physical Assessment & Personal Interview, He/she will be liable to be disqualified, prosecuted and debarred for all appointments in WCL and his/her application/appointment will be cancelled/rejected forthwith.
9. Applicants applying in response to this advertisement may please visit WCL website for latest updates in this regard from time to time.
10. Notice Period: For termination of the Contract One Month's notice or consolidated compensation amount from either side.
11. Tenure of the Contractual Engagement can be extended on the approval of the Chairman-cum-Managing Director, WCL.
12. The candidate shall maintain all information / documents / materials gathered during the course of the engagement in strict confidence. He/she will not copy or make notes of such information/ documents except in conjunction with the work for the Company. He/she will not divulge to anyone outside the Company or use any of the information/ documents/ materials gathered during the course of engagement for his/her own or anyone else's benefit, either during or after

the terms of engagement with the Company. The aforesaid obligation shall also apply to proprietary/ confidential information/ documents of third parties received by him/her or the company in the normal course of the engagement with the Company. He/she shall, while demitting the office, handover all information/ documents/ materials (in soft/ hard format) under his/her possession, during the engagement period, to the concerned HOD

13. Reporting Relationships – During course of their engagement, the candidate will employ himself/herself efficiently, diligently and to the best of his/her ability, shall devote his/her whole time and attention to the interest of the Company and generally carry out work as assigned to him/her and shall comply with all lawful orders and directions given by the Competent Authority. He/she will honestly, diligently and faithfully serve the Company and use utmost endeavor to promote the interest of the Company.
14. Expiry of Terms of Engagement – Unless the ad-hoc period of engagement is extended further or terminated earlier by giving one-month notice or payment in lieu thereof, the engagement will come to an automatic end on the expiry of the period of engagement stipulated in the offer letter and no notice will be necessary.
15. Joining on appointment – The candidate is required to join immediately in response to the offer of engagement. In the event of failure to join, the offer of engagement shall stand withdrawn automatically.
16. Prohibition on other Full-time engagement –He/she shall not accept any full time appointment or post, whether advisory or administrative, in any other firm or company during the period of engagement at WCL.
17. Vigilance Clearances as per the extant CVC guidelines shall be applicable.
18. Appointing Authority - The Chairman- cum-Managing Director, WCL shall be the Appointing Authority.
19. Legal jurisdiction will be Nagpur only.

Contact Us:

1. In case of any problems faced by the candidates in filling up the application, they may contact the help desk on the phone number: 0712- 2512352 or at email id: hrrecruitment.wcl@coalindia.in between 10 AM to 5 PM on the working days.

2. Any further information/corrigendum/addendum etc., pertaining to recruitment will be uploaded on the website www.westerncoal.in only and as such, candidates are advised to visit the same frequently.

**Dy. General Manager (Personnel)/EE
Western Coalfields Limited**

Annexure-I

Photo
(self attested)

APPLICATION FORMAT**For the post of Company Secretary on Contractual Basis in Western Coalfields Limited**

1. Name :
2. ID No. of previous Company :
3. Father's Name :
4. Present Address for communication :
5. Permanent Address :
6. Contact No. :
7. Email Id :
8. Date of Birth (Enclose self attested copy of Matriculation Certificate) :
9. Educational/Professional Qualification (Enclose self attested copies) :
10. Date of Superannuation (copy of superannuation notice) :
11. Details of previous posting (Enclose relevant certificates) :

Organisation	Post Held	Grade	Last Basic Drawn with pay scale/Grade Pay Band with supporting documents	Discipline	Period (from /till)	Remarks

*Minimum 17 Years of Working Experience of which 10 years as Company Secretary of the Company.

12. Date of first Appointment in Executive Cadre :
(Enclose copy in support)
13. Special Achievements (if any) :
14. Details of pending Departmental case/
Court Case (if any) :
15. Any other information relevant to the post :

DECLARATION

I do hereby declare that the information/ documents provided herein above are true to the best of my knowledge. In case, any of the information/documents are found to be incorrect /false at any stage, then my candidature/ appointment is liable to be cancelled.

Place:

Signature of the candidate

Date:

List of Enclosures: (As per notification)