



न्यूक्लियर पावर कॉर्पोरेशन ऑफ इंडिया लिमिटेड Nuclear Power Corporation of India Limited

(भारत सरकार का उद्यम) (A Government of India Enterprise)

मानव संसाधन प्रबंधन, 7 वॉ तल, उत्तरी स्कंध, विक्रमसाराभाई भवन, अणुशक्तिनगर, मुंबई - 400 094

Human Resource Management, 7th Floor, North Wing,
Vikram Sarabhai Bhavan, Anushaktinagar, Mumbai - 400 094.

CIN No.U40104MH1987GOI149458



Detailed Advertisement for recruitment of Senior Assistant Company Secretary (Level 12 of Pay Matrix)

Advertisement No: NPCIL/HRM/2020/02

LAST DATE FOR RECEIPT OF ONLINE APPLICATION 05/01/2021

NPCIL, a premier Public Sector Undertaking under the Administrative Control of the Department of Atomic Energy, Government of India is engaged in Design, Construction, Commissioning and Operation of Nuclear Power Plants in the Country. NPCIL invites online applications from the eligible Indian Citizens for the post of **Sr. Assistant Company Secretary** to share these challenging spectrum of responsibilities.

1.0 Details of vacancies :

1.	Senior Assistant Company Secretary	01 (One) - Unreserved
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2.0 Age Limit: Maximum 40 years as on the last date of receipt of online application.

3.0 Relaxation in upper age limit:

- Age relaxation to Ex-servicemen/ Dependents of those who died in riots of 1984 (Dep 1984)/ Dependents of Defence Persons Killed in Action (DODPKIA) as per DoPT guidelines.
- In case applicant is eligible for age relaxation in more than one category, the age relaxation will be on **cumulative basis** with any of the remaining categories for which age relaxation is permitted as mentioned above, **subject to a maximum of 56 years.**
- There is no age limit for employees serving in NPCIL who otherwise fulfil the prescribed criteria.

4.0 Educational Qualification & Experience

S N	Name of the Post	Educational Qualifications, Experience & other criteria
1.	Sr. Assistant Company Secretary	Qualification - Full time Graduation in Law. Should be member of institute of Company Secretaries of India Experience - Candidates with 10 (ten) years of post qualification experience will be considered. a) the candidates coming from PSUs should have total 10 years relevant post qualification experience out of which

		<p>at least three (03) years in the immediate lower level i.e. Level 11 of the Pay Matrix in the revised pay structure as per CCS (Revised Pay) Rules, 2016 (CDA pattern) or equivalent level in IDA Pattern.</p> <p>b) Candidates working in private sector/ Commercial Organisations / MNC should possess total 10 (ten) years of relevant post qualification experience.</p> <p>Nature of Experience (desirable) – Candidates with experience in the following areas will be preferred :-</p> <p>(i) Compliances of provisions of Companies Act, 2013 and its rules</p> <p>(ii) Compliances of provision of SEBI (LODR) Regulations, 2015</p> <p>(iii) Compliance of provisions of SEBI (Prohibition of Insider Trading) Regulations, 2015</p> <p>(iv) Compliances of DPE Guidelines Corporate Governance</p> <p>(v) Filing of various forms and periodical returns with Ministry of Corporate Affairs, GOI.</p> <p>(vi) Convening of Board and Board Sub-Committee meetings including preparation of notices, Board proposals, making agenda folders, minutes, Co-ordination etc.</p> <p>(vii) Drafting of notices of Annual General Meeting/Ex-ordinary General Meeting, Directors' Report, Annual Return etc.</p> <p>(viii) Maintenance of statutory Books, Registers, records etc. as per applicable laws.</p> <p>Candidates with relevant post qualification experience may be considered for grant of advance increments by the Selection Committee at the recruitment stage.</p>
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4.1 In case of educational qualification, in addition to an institute being approved by UGC/AICTE, the particular Degree/Diploma awarded by that institute is also required to be an approved Degree/Diploma.

4.2 Candidates to be proficient in working with computers and have exposure in handling software packages like Windows, MS Office, etc.

5.0 Pay Level & Approximate Monthly Emoluments

Name of the post	Pay Level in the Pay Matrix	Pay in the Pay Matrix	DA @ 17% of Pay (as on 01.07.2019)	Approximate Monthly Emoluments (Pay + DA)
Sr. Assistant Company Secretary	12	₹78800/-	₹13396/-	₹92196/-

DA # Dearness Allowance. DA is based on the rates notified from time to time.

In addition to emoluments as above, following allowances, incentives & facilities are also available as per extant rules depending on place of posting:

A] Allowances :

- Transport Allowance
- House Rent Allowance/Leased Accommodation Facility/Housing
- Site Location Allowance
- Professional Update Allowance (Annual)

B] Employee Benefits & Miscellaneous Facilities :

- Leave Travel Concession (LTC)/LTC Encashment for self & family
- Leave and Leave Encashment
- Medical Facility for Self & Dependents
- Education Facility for children within township
- Children Education Assistance
- Reimbursement of Cable TV Charges
- Reimbursement of Mobile Phone Charges/Briefcase
- Reimbursement of Electricity Charges/Free Electricity Units
- Reimbursement of News Paper Charges
- Reimbursement of Membership fees for Professional Institution
- Canteen Subsidy

C] Incentives :

- Performance Linked Incentive

D] Loans & Advances :

- Interest bearing advances (for House Building, General Purpose)

E] Retirement Benefits/Social Security Schemes :

- Employees Provident Fund
- Gratuity
- Post-Retirement Medical Care
- Benevolent Fund
- Group Insurance

6.0 Selection Process:

- (i) Initial screening will be done based on the documents/certificates uploaded by the applicants in support of essential qualification, experience, as prescribed. List of documents to be uploaded is given under Para **8.0**. Only eligible 'Screened In' applicants fulfilling the prescribed qualification & experience criteria will be shortlisted for interview.
- (ii) Final selection of the candidate will be done on the basis of performance in the Personal Interview. The Personal Interview will consist of 100 Marks. The qualifying marks for interview is 60%.

(iii) **Preparation and operation of waitlist :**

Waitlist will be maintained containing equal number of candidate as in the select main list.

(iv) **Tie-breaking principle:**

In case of candidates with equal interview marks, credit will be given to seniority in date of birth. Therefore, candidates scoring marks equal to cut off marks for interview, may not get selected owing to other candidate scoring same interview marks getting empanelled due to seniority in date of birth.

7.0 Travelling Allowance (TA) for appearing in interview:

Only those outstation applicants who are shortlisted and are called for interview, will be reimbursed First Class (Not First AC)/III AC to and fro rail fare by the shortest route only (including Rajdhani/Shatabdi/Duranto Express) on production of original tickets/boarding passes.

The amount towards reimbursement of TA will be remitted to the bank account of the candidates electronically for to and fro rail fare by the shortest route only based on the Contact details mentioned in the online application. If applicant is not interviewed due to not meeting the eligibility criteria or non-production of the required documents including NOC, travel ticket etc, no travelling expenses will be reimbursed. No cash payment shall be made. Accordingly, candidates called for Interview will be required to submit their bank account details in the prescribed format as provided.

8.0 Uploading of self attested documents in support of claim regarding qualification and experience for initial screening and verification of Original Documents at the time of interview:

Candidates are **required to upload** the self-attested copies of the documents/certificates in support of qualification and experience mentioned in the online application **in PDF file**.

Separate Link is provided for uploading documents/certificates in support of qualification and experience **in separate PDF file** with size **not more than 1 MB** and in the order as follows :

(i) Documents/certificates to be uploaded :

- a) Full time Graduation in Law.
- b) Membership of institute of Company Secretaries of India
- c) Experience Certificate/s in chronological order.

Candidates are advised to upload clear and legible documents/certificates to avoid rejection at screening stage. Uploaded documents will be subjected to further verification with the original documents at the time of interview, if called for.

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 and no travelling charges will be reimbursed to such applicants.

- a. Date of Birth (DoB) proof:
 - I. Xth Std Passing Certificate indicating Date of Birth
OR
 - II. School Leaving Certificate
- b. Qualification:
 - i. All Certificates/Mark Sheets for each Year/Semester in support of Educational/Professional Qualification, as prescribed.
 - ii. Applicants who are awarded gradation under the CGPA system are required to bring proof issued by the University/Institute converting the CGPA gradation in to appropriate percentage, which should meet the advertised requirement for the post.
- c. Relevant experience certificates clearly indicating the period and nature of experience.
- d. Applicants working in Central/State Government/PSUs/Aided Institutions should bring "**No Objection Certificate**" from the organisation, failing which they shall not be allowed to appear for interview and no travelling charges will be reimbursed to them.
- e. Applicants are required to furnish a Gazette Notification/certificate in respect of change of name, if applicable.
- f. Certificate – Ex Serviceman (if applicable).
- g. Certificate in support of being Dependant of Defence Personnel Killed in Action (DODPKIA), (if applicable).
- h. Certificate of those who died in riots in 1984, (if applicable)
- i. **Caste Certificates:**
 - i. EWS/SC/ST/OBC applicants must submit caste/category certificates, as per the format prescribed by the Government of India, if applicable.
 - ii. If the EWS/SC/ST/OBC certificate has been issued in a language other than English/Hindi, then the candidates will be required to submit a self-certified translated copy of the same in either English or Hindi.

9.0 Language for Personal Interview:

Applicants appearing for interview will have choice of answering the questions either in Hindi or English.

10.0 How to apply:

- a. Eligible applicants have to apply through online application form as provided on the website www.npcilcareers.co.in only. Applications submitted in any

other form including handwritten/typewritten applications in hard format delivered in person or by other means will not be entertained. DO NOT SEND any of the documents/application etc. to NPCIL before interview.

- b. The online registration will commence from **22/12/2020** at **10:00** hrs and will end on **05/01/2021** at **17:00 Hrs**.
- c. It is mandatory to fill all the relevant information such as qualification details, experience details, percentage of marks, email address, contact mobile number, address for correspondence etc. Applicants are also required to upload self attested documents/certificates in support of claim regarding qualification and experience as detailed under Para **8.0**. Therefore, applicants are advised to keep such information ready before applying online.
- d. Before applying online, applicant should scan her/his **photograph in JPEG format of size not more than 50KB and a minimum of 125 x 165 pixels (4.4 cm x 5.8 cm) in dimensions and signature in JPEG format of size not more than 20KB and a minimum of 125 x 80 pixels (4.4 cm x 2.9 cm) in dimensions**. The photograph uploaded will be printed on the Call Letter for Interview and only the applicant whose photograph is printed on the call letter will be allowed to appear for further stages of selection (if shortlisted and called for).
- e. Applicant is requested to enter her/his valid and active email address, as all important communications will be sent to this email address. SMSs will also be sent to the applicant if an active mobile number for communication is provided. If the mobile number registered by the applicant is in the TRAI NCPR list (formerly called DND), applicant will not receive SMS alerts related to the registration. If applicant wants to receive future SMS alerts from NPCIL related to this recruitment, she/he is requested to remove her/his mobile number from the NCPR list through service provider.
- f. **The Online registration process consists of following steps :**
 - Step 1. Click on Apply=>Online Registration at the top/left for registration. The applicant is required to furnish all basic information such as Name, Date of Birth, Category, Email, Mobile number. On successful completion of this stage, activation link is generated/allotted and sent to applicant's email.
 - Step 2. The applicant is required to activate the account by clicking on the activation link received through email after completing registration in Step 1.
 - Step 3. On successful completion of this activation, applicants can login using their Login ID and password to **apply online**. In this step the applicant is required to fill all details of her/his Educational Qualifications, Work Experience etc.

This is a multi stage step where applicant is allowed to go to next stage only on entering the information required for current stage. The sequence of stages is as follows:

1. Educational Qualifications
2. Work Experience
3. Personal Details
4. Upload Photo & Signature

5. Upload self attested documents/certificates in support of claim regarding qualification and experience as detailed under Para **8.0**.
6. Submit Application

The links for the above stages are available under 'Apply Online' menu (Apply=>Apply Online). The applicant should start by clicking on the "**Educational Qualifications**" link. Once information is saved, the next stage **Work Experience** will be made available for filling up the information.

On entering all the information related to current stage, the applicant can use "**Save and Proceed to Next Step**" option at the bottom of the form which will save the information entered in current stage and opens the next stage for filling. The next stage can also be opened using link provided in **Apply Online menu (Apply=>Apply Online)**.

The information at any stage can be saved using the "**Save and Proceed to Next Step**" option.

Once the applicant reaches "**Submit Application**" stage, a draft of all the information entered along with the list of documents/certificates uploaded by the applicant will be shown. At this point the applicant is allowed to modify any details entered in earlier stages.

If applicant is sure that all the information entered/uploaded is correct, she/he can submit the application using "**Submit Application**" option. **Please note that the Applicant will not be allowed to make any changes in the information furnished once she/he submits the Application.** After submission of application, **Registration number** will be generated.

- Step 4. Only male applicants belonging to General, EWS and OBC categories are required to make a non refundable payment of ₹500/- towards application fee with the applicable bank charges using State Bank Collect link provided on the website after final submission of the online application. The State Bank Collect facility can also be operated through the www.onlinesbi.co.in website by selecting State Bank Collect option => Click Check Box & Proceed => Select state as Maharashtra => type of Corporate/Institution as Others =>Others Name as NPCIL =>Submit =>Select Payment Category as *'Recruitment of Sr. Assistant Company Secretary'*.

SC/ST, PwBD, DODPKIA, Ex Servicemen, Female applicants and employees of NPCIL are exempted from the payment of Application Fee.

The applicant should use only this link for payment of fee. Applicant should mention Registration number generated in previous step alongwith all the other details correctly while paying the fee using State Bank Collect. Please note that it may take upto **three working days** to update the details of Application Fee. Once the details of payment of application fee are received from Bank, the applicant can view these details using the "Application Fee Payment Details" link.

Only after verification of payment of fee, the online application form can be viewed/printed. The printed application is required to be brought at the time of attending interview. The information with respect to Registration Number, name of the applicant, date of birth, mobile number and email id entered while making the online payment through 'State Bank Collect' should be same as entered in online application for verification of the payment. The applicable bank charges towards payment of Application Fee through 'State Bank Collect' of SBI will have to be borne by the applicant. The application fee can be paid through 'State Bank Collect' on any day between **22/12/2020** and **05/01/2021** only. Keep the printed receipt of 'State Bank Collect' for future reference.

- g. **The Online Application Process is complete only after all the above mentioned applicable steps are complete.**
- h. Application Status can be seen by the applicant by login through "**Applicant's Login**" link.
- i. **Applicant is requested to make a note of the Login ID and password**, as she/he will need this to login to the website to check her/his application status. An email will also be sent to the applicant with the application number.
- j. Exact percentage of the marks should be mentioned in the qualification percentage of marks column and no rounding off of marks should be done e.g. 59.99% should NOT be rounded off to 60%.
- k. Applicants will be informed through email and SMS about the availability of the 'Interview Call Letter' online on the website, if shortlisted for the Interview. The time and venue of the Interview will be available in the 'Interview Call Letter'. Applicants can login through the 'Applicant's Login' and print the same. The applicant must carry a clearly printed "Interview Call Letter" to the venue, without which she/he will not be allowed to appear for Interview.
- l. Initial screening is primarily based on the information provided in the online application form. It is, therefore, strongly advised that all the details should be carefully and correctly entered in online application form.
- m. Applicants are required to keep the scanned documents/certificates, signature and photograph (as per the size prescribed) ready for uploading at the time of online registration.
- n. Please note that the '**Online Application Form**' without valid signature and photograph and essential documents as mentioned above will not be accepted.
- o. **Important :**
 - Four Step Process :
 - I. Registration
 - II. Activation
 - III. Fill Applicant Details, upload documents, signature, photo & Submit Application
 - IV. Pay Fee using State Bank Collect (if Fee is Applicable)

11.0 The shortlisted applicants appearing for the Interview should invariably carry with them the following **at the time of reporting** :

- Any one of the Photo identity proof viz. PAN Card/Valid Driving License / Voter ID/College ID/Government issued ID.
- Aadhar card
- One clear printout of the Call Letter bearing photograph of the applicant.
- One clear printout of the full online application form.
- One set containing self-attested copies of the certificates in support of educational qualification (both degree certificate and mark sheets), experience, caste, proof for date of birth, "No Objection Certificate" if working in Central/State Govt./PSUs/Aided Institutions etc.
- Originals of all the above mentioned documents.

12.0 **Important Dates:**

Commencement of submission of online application	22/12/2020 (1000 Hrs)
Last date for submission of online application	05/01/2021 (1700 Hrs)
Payment of Application Fee	22/12/2020 to 05/01/2021
Application Fee to be submitted online along with online application	A Non Refundable application fee of ₹500/- is chargeable to all applicants except female applicants, applicants belonging to SC/ST category, Ex Servicemen, PwBD, Dependents of Defence Personnel Killed in Action (DODPKIA) and employees of NPCIL who are exempted from payment of application fee.

13.0 **General Conditions:**

- Only **Indian Nationals** aged 18 years and above, are eligible to apply.
- Before submitting the online application form, the candidate must ensure that she/he fulfills all the required eligibility criteria for the post of Sr. Assistant Company Secretary. If the candidate is not eligible, her/his candidature will be cancelled at any stage of the recruitment process. If the candidate qualifies in the selection process and subsequently, it is found that she/he does not fulfill the eligibility criteria, her/his candidature will be cancelled and if appointed, services will be terminated without any notice or compensation.
- In case of multiple/duplicate applications by candidate for the same post; only latest application will be considered.
- The cutoff date for reckoning the Maximum Age Limit and Experience is the last date of submission of online application i.e. **05/01/2021**.
- The candidate's appointment will remain provisional subject to caste certificates being verified from appropriate authorities and verification of other testimonials. The candidate's services will be liable to be terminated forthwith without assigning any reason in case the above verification reveals that her/his claim for belonging to any reserved category and other testimonials is found false. The NPCIL also reserves its right to take such further action

against the candidate as it may deem proper, for production of such a false caste certificate/testimonials.

- f) Original documents (for verification) and self attested copies as detailed in the advertisement along with the duly signed hard copy of the Online Application are required to be produced at the time of Personal Interview.
- g) NPCIL reserves the right to cancel/restrict/enlarge/modify/alter the recruitment process, if need so arises, without issuing any further notice or assigning any reason thereof. NPCIL may at its discretion, re-conduct Interview in case of any eventualities.
- h) NPCIL reserves the right not to select a candidate for a post, if suitable candidate is not found.
- i) Appointment of the selected candidate will be subject to medical fitness by the Authorised Medical Officer of NPCIL.
- j) Appointment of the candidate in NPCIL will be subject to verification of Character & Antecedents and Special Security Questionnaire by the prescribed authorities.
- k) The posts advertised carries with it the liability to serve in any of the Units of the Corporation or at any other place in India depending upon NPCIL requirements.
- l) If applicant is not interviewed due to not meeting the eligibility criteria or non-production of the required documents including NOC, travel ticket, boarding passes etc, travelling expenses will **NOT** be reimbursed.
- m) Mere fulfilment of requirements as laid down in the advertisement does not entitle a candidate to be called for Interview.
- n) The email id and mobile number entered in the online application form should remain active for at least one year. **No change in the email id will be allowed once entered.** All future correspondence would be sent to the registered email.
- o) In case of any ambiguity/dispute arising on account of interpretation in versions other than English, the English version shall prevail.
- p) In case of any dispute, legal jurisdiction will be Mumbai.
- q) If, at any stage of the recruitment process or subsequently, it is found that, the applicant :
 - i. has provided wrong information or submitted false documents or
 - ii. has suppressed relevant information or
 - iii. does not meet the eligibility criteria for this recruitment or
 - iv. has resorted to unfair means during selection process or
 - v. is found guilty of impersonation or
 - vi. created disturbance affecting the smooth conduct of the Physical Assessment & Command Test/Personal Interview or

She/he will be liable to be disqualified, prosecuted and debarred for all appointments in NPCIL and her/his application/appointment will be cancelled/rejected forthwith.

- r) Applicants applying in response to this advertisement may please visit web portals of NPCIL for latest updates in this regard from time to time.
- s) **Canvassing in any form will be a disqualification.**

14.0 Contact Us :

- Applicants may submit their queries, if any, under 'Contact Us' Link.
- Queries received during the period from **22/12/2020** (1100 hrs. onwards) till **05/01/2021** (up to 1300 hrs.) will only be entertained.
- Only valid queries pertaining to recruitment of Senior Assistant Company Secretary will be entertained within the stipulated period.

Any further information/corrigendum/addendum etc pertaining to recruitment of Sr. Assistant Company Secretary will be uploaded on www.npcil.nic.in and www.npcilcareers.co.in. Please keep referring these web portals.

NPCIL strives to have a workforce which reflects gender balance and women applicants are encouraged to apply

Nuclear Power – Providing a Clean and Sustainable Future



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“स्वच्छ रहो, स्वस्थ रहो”
एनपीसीआईएल, भारत सरकार द्वारा चलाए गए स्वच्छ भारत मिशन को प्रोत्साहित करता है।
न्यूक्लियर विद्युत – एक अपरिहार्य विकल्प

