

No. HORCL/2024/01/E-Office/15284

Date: 16.09.2024

**Vacancy Notice (No. HORCL/2024/01)**

**Application for the post of Company secretary on Contractual Basis in Haryana Orbital Rail Corporation Ltd. (HORCL)**

Haryana Rail Infrastructure Development Corporation Ltd (HRIDC), JV of Govt. of Haryana and Ministry of Railways, joined hands with Haryana State Industrial and Infrastructural Development Corporation (HSIIDC), Gurugram Municipal Development Authority, M/s Maruti Suzuki India Limited, M/s Allcargo Logistics Limited to incorporate a Project SPV i.e Haryana Orbital Rail Corporation Limited on 25.12.2019 for the purposes of development, construction, operation, management and functioning of HORC Project.

Haryana Orbital Rail Corridor (HORC) project approved by Cabinet Committee on Economic Affairs (CCEA) on 15.09.2020, is a semi-high speed new BG line (126 km) with high rise OHE fit for double stack container freight operations from Palwal to Sonipat via Sohna Manesar and Kharkhoda in the State of Haryana. It will provide seamless connectivity to Dedicated Freight Corridors (DFC) at Tauru & Prithala station and to Indian Railways at Palwal, Patli, Sultanpur, Asaudah and Harsana Kalan stations. This project will be beneficial to the industrial Hubs of Kharkhoda, Manesar and Sohna and will help in development of this region of Haryana.

HORCL proposes to engage professionals having exposure in the field of planning/execution of Railway infrastructure. To meet the company's requirement, applications are invited from motivated and target-oriented officials for posting in HORCL on Contractual Basis. The details of the posts along with eligibility criteria are given below:

ORGANIZATION	:	Haryana Orbital Rail Corporation Ltd. (HORCL)	
TITLE OF POST	:	Company Secretary (CTC Rs. 10.00 Lakh p.a.)	01 Posts
LOCATION	:	Gurugram	
AGE	:	Not more than 35 years as on date of notification.	
Essential Qualification	:	Essential:  1. Bachelor's Degree from a recognized University with minimum 60% marks. 2. Should be an Associate Member of the Institute of Company Secretary of India with minimum 55% marks.  Desirable: Preference shall be given to the candidates: 1. Having CA, LLB or MBA (Finance) qualification. 2. Having Experience / Knowledge of computer applications like MS Office etc.	

<p><b>ELIGIBILITY CRITERIA &amp; EXPERIENCE</b></p>	<p>: (i) The Candidate should be working in level (i.e. E2 IDA Scale).</p> <p style="text-align: center;">Or</p> <p>The candidate working in one level below (i.e. E1 IDA Scale) for at least last 3 Years</p> <p style="text-align: center;">Or</p> <p>Drawing Annual Pay Package (CTC) minimum of Rs. 6 lakhs per annum.</p> <p>The candidate must have at least 4 years of experience in any reputed state/central PSUs or any private/private limited company as Company Secretary. The preference shall be given to the applicant having of experience working in JVs /SPVs/Railway PSU.</p>
<p><b>JOB DESCRIPTION</b></p>	<p>The candidate will be expected to perform following functions:</p> <ol style="list-style-type: none"> <li>1. Ensuring compliance with statutory and regulatory requirements.</li> <li>2. Ensuring the implementation of the decision of Board of Directors.</li> <li>3. To perform frequent corporate governance reviews and to issue written statements of corporate governance principles and to assist director in these efforts.</li> <li>4. To provide information on the practices of other good companies.</li> <li>5. Informing Board members on their legal responsibilities. Dealing with legal matters of the company with advice on legal matters.</li> <li>6. Conducting meetings of Board of Director, Committees of Board, Finalization of annual report, compliance to Govt. of India guidelines, Corporate Governance etc.</li> <li>7. Maintain and update the company's statutory registers, including the Register of Members, Directors, and Secretaries.</li> <li>8. File necessary documents with regulatory authorities, such as annual returns and financial</li> </ol>

		<p>statements.</p> <p>9. Serve as the primary point of contact between the company and its shareholders.</p> <p>10. Assist in the development and implementation of the company's policies and procedures.</p> <p>11. Ensuring efficient administration of company.</p> <p>12. Any other job assigned by the Management.</p>
SELECTION PROCESS	:	Candidates shortlisted based on the application and documents submitted by the applicants shall be called for an interview. The candidate has to bring a hard copy of the application and originals of all documents/certificates for verification.
SERVICE CONDITION	:	Selected candidate shall be posted as Company Secretary on a contract basis initially for a period of 2 years which can be extended at the sole discretion of the company. He/she shall be paid on a consolidated basis as under: (Basic Rs. 50,000, HRA Rs. 15,000, Transport & Other allowances Rs. 10,000 & Medical (Fixed) Rs.8,000).
CONDUCT DISCIPLINE & APPEAL RULES	:	The conduct, discipline & appeal rules of the corporation in force for all categories of employee would also be equally applicable to all the posts.
METHOD OF FILLING UP THE VACANCY	:	The vacancy notice will be advertised in leading newspapers two each in Hindi & English and HORCL Website
CLOSING DATE	:	30 Days from the date of notification i.e 15.10.2024
WEB ADDRESS	:	<a href="http://www.horcl.co.in">www.horcl.co.in</a>

**(I) HOW TO APPLY: -**

- a)** Candidates fulfilling the eligibility criteria laid down above, should apply and submit application form duly filled in (Annexure – I & II) along with the self-attested copies of the mark sheets, passing certificates, experience certificate, certificate in support of age proof and any other relevant documents addressing to:

**Managing Director,  
Haryana Orbital Rail Corporation Ltd.,  
IRCON International Tower-2, Plot No. 16,  
Institutional Area, Sector-32, Gurugram-122001**

**(Kind Attn: - Sh. Lalit Kumar- Manager / Finance)**

The envelope containing the application should be subscribed “Application for the post of ” .....

- b)** Shortlisted candidates called for interview shall bring originals of papers submitted for verification. The following documents are required to submitted along with application form:
- 2 recent passport size color photographs.
  - High School certificate for proof of date of birth/Birth Certificate.
  - Certificate of academic & professional qualifications and statement of marks of all the qualifications for all semester/years (including 10th and 12th class)
  - Proof of identity and address (Passport, Voter Id, Driving License, Aadhar Card etc.)
  - PAN Card
  - Proof of professional experience as claimed in the application form. In respect of current employment, experience certificate/joining letter along with last month’s salary slip, Form 16 and other documents which clearly prove continuity in the job are to be attached. In case, certificates claim is not established from the proofs submitted, his/her application is liable to be rejected.
  - Any other documents in support of his/her candidature.
- c)** Experience will be reckoned as on the date of advertisement.
- d)** If any of the claims made by a candidate is found to be incorrect/false, his/her candidature will be rejected summarily.
- e)** Candidates have to produce original documents of educational certificate and certificates of experience and other testimonials for verification at the time of interview. Interview will not be conducted if candidates fail to produce the original certificates/testimonials/documents on the date of interview. If any of the particulars stated by the candidates in the application is found to be incomplete or incorrect

on verification, or if it is found that the candidate has willfully suppressed any material fact/information relevant to the consideration of his/her case, without prejudice to any other that may be taken in consequence thereof, his/her candidature will be summarily rejected.

f) Candidates working in Govt./PSUs/autonomous bodies should apply through proper channel and bring NOC at the time of interview along with application forwarded through proper channel.

**(II) General:**

- a) The above posts are for a limited period. (No other perks or benefits would be admissible except those mentioned above).
- b) No TA/DA/journey expenses will be paid to the candidates for appearing in the interview. The candidates are advised to make necessary arrangements for his/her travel/stay well in advance, so as to reach the interview venue in time. In case, interview continues for the next dates, candidates will have to make their own arrangement of stay, at their own cost.
- c) The contract engagement will not confer any right for regularization in HORCL.
- d) The corporation reserves the right to terminate the services at any time on giving one month notice. However, in case of gross negligence/misconduct/irregularities, the contract appointment will be terminated with immediate effect and in such cases the employee will be liable for action as per law/policies of the company
- e) As far resignation from service is concerned, three months' prior notice is required to be submitted to the corporation.
- f) Serving Govt. /PSU officials, if selected, will be allowed to join only after they are properly relieved from their parent organization.
- g) Candidates will be required to undergo medical examination after selection and will be considered for the proposed engagement only if found medically fit, in addition to other criteria.
- h) Management reserves the right to cancel/enlarge/modify/alter the selection/recruitment process at any stage including number of posts at any stage, without issuing any further notice or assigning any reason thereafter.
- i) Any information regarding this contract recruitment process would be made available on HORCL website or the e-mail address provided by the candidate. Candidates are advised to periodically check the website for further updates.

--Sd—  
Manager (Finance)  
**For MD/HORCL**

**Annexure – I**

**Application form w.r.t. Vacancy Notice (No. HORCL/01)**

<p>Note:</p> <p>i) Candidate must read the instructions carefully before filling up this application.</p> <p>ii) Application to be made strictly in the given format and to be filled in English only.</p>	<p><i>Space for self- attested photograph</i></p>
<p><b>Post Applied for:</b></p>	

1	Name in full (in Block letters)	:	
2	Father's Name	:	
3	Date of Birth (DD/MM/YYYY)	:	
4	Category (UR/SC/ST/OBC)	:	
5	Present Organization/ Post / Designation Held	:	
6	Nature of Present Employment Permanent / Deputation / Contract / Ad-hoc / Temporary	:	
7	Total Experience Post Essential Qualification	:	
8	Correspondence Address	:	
9	Contact Details		
	(a) Email id	:	
	(b) Telephone (O)	:	
	(c) Telephone (R)	:	
	(d) Mobile Number	:	

10. Educational Qualification (both academic & professional 10<sup>th</sup> onwards): -

Examination Passed	Board/ University/ Institution, Place/ Country	Year of Passing	Subject	Marks obtained/ Max Marks	% of Marks/ Grade



11. Detail of employment in chronological order. Please enclose separate sheet/s duly signed by you in case the space below is insufficient: -

Department/ Organization where worked and place of posting	Post held	From	To	Total Experience in years	Scale of Pay	Nature of duties performed	Name of Unit / Project where worked

12. Details of Awards/Punishments: -

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I hereby certify and declare that I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae, duly supported with the documents submitted by me, will also be assessed by the Selection Committee at the time of selection for the post. All statements made and information given by me in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information or part of it being found false or incorrect before or after the interview/appointment, action can be taken against me by the HORCL and my candidature/appointment shall automatically stand cancelled/terminated.

I further declare that I fulfil all the conditions of eligibility prescribed for the post applied for and in case my application is not received by HORCL within the stipulated date due to postal delay or otherwise, HORCL will not be responsible for any such delay.

(Name and Signature of the applicant)

Place:

Date:

**List of Enclosures:**

**CERTIFICATE BY THE EMPLOYER ON OFFICIAL LETTER HEAD**

1. It is certified that Mr/Ms. \_\_\_\_\_ S/D/W of Sh. \_\_\_\_\_ is working in this organization on the post of \_\_\_\_\_ since \_\_\_\_\_.
2. He/She is drawing pay Rs. \_\_\_\_\_ in IDA pay scale \_\_\_\_\_ since \_\_\_\_\_ or Annual Pay Package (CTC) of Rs. \_\_\_\_\_.
3. That there is no vigilance/disciplinary case pending or contemplated against Mr/Ms. \_\_\_\_\_.
4. That his/her Integrity is certified as 'Beyond Doubt.
5. That no major / minor penalty has been imposed on him / her during his/her service or a list of major / minor penalties imposed on him / her during his/her service is enclosed (as the case may be).
6. That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement.

Signature of the forwarding Officer  
Name:  
Designation:  
Telephone:  
E-mail ID:  
(Office Stamp)