



Corporate Centre

एनटीपीसी . सेल पावर कम्पनी लिमिटेड  
(एनटीपीसी-सेल का संयुक्त उद्यम)

**NTPC-SAIL POWER COMPANY LIMITED**  
(A Joint Venture of NTPC & SAIL)



**NTPC SAIL POWER COMPANY LIMITED (NSPCL)** is a Premier Joint Venture Company of two Maharatnas- NTPC Limited and SAIL. NSPCL presently has Power Plants at three locations viz. Bhilai, Durgapur & Rourkela with an installed capacity of 1084 MW. NSPCL supplies power to SAIL Units, Union Territory of Dadra & Nagar Haveli, Union Territory of Daman & Diu and Chhattisgarh State.

Applications are invited from eligible, bright, dynamic and result oriented candidates who are **Qualified Member of the Institute of Company Secretaries of India** with two years post qualification experience excluding "on the job training", to work as Company Secretary at NSPCL.

**ELIGIBILITY CRITERIA:**

Post/ Grade	Qualification	Pay Scale (IDA Pattern)	Upper Age Limit	Minimum Executive Experience
Company Secretary/ (E1)	Graduate from a recognized University and Qualified Member of the Institute of Company Secretaries of India	40000 – 140000	35 years	02 Years post qualification Experience (excluding training period) as Company Secretary preferably in a PSU or large private organization or large CS Practice Firm. Working knowledge in Computerized Environment is essential.

**All computations of age/ experience requirement / qualification shall be done w.r.t. the last date of receipt of online application.**

**The candidate should have working experience of the following:**

- Independently holding and Managing Board Meetings, Committee Meetings and Annual General Meetings/Extra Ordinary General Meetings.
- Preparing and circulating the agenda notes/circular memorandums
- Preparing the minutes of the Board/Committee/General Meetings
- Managing statutory compliances including filling and filing of forms to be filed with MCA/ROC, Statutory Returns, Statistical Books
- Preparing and maintaining statutory records and registers
- Advising the company on various company law related matters.
- Good knowledge of listing compliances in terms of SEBI Listing Regulations, Requirements of Stock Exchange
- Issues of Share and Capital and Restructuring
- Corporate Governance
- Institutional Finance, Company Law, corporate and secretarial functions

**EMOLUMENTS:**

Selected candidates will be on probation for a period on 1 (one) year. The emoluments will include Basic Pay, Industrial Dearness Allowance, Perquisites and Allowances and other benefits under social security measures like PF, Gratuity, Insurances etc. as per applicable rules. In addition, House Rent Allowance will be paid only where company accommodation is not available.

**PLACE OF POSTING:**

The current vacancy is for NSPCL-Corporate Centre located at New Delhi. However, the incumbent joining the above post may be posted to any of our Units located at Bhilai, Durgapur and Rourkela

## SELECTION PROCESS:

Eligible candidates applying for the post will have to undergo objective type Computer based examination / test. Based on the merit and requirement, candidates will be shortlisted for Personal Interview. Communication through email will be sent to shortlisted candidates for appearing in interview. All such shortlisted candidates will have to appear for Personal Interview.

## ABOUT COMPUTER BASED TEST:

The Computer based test is **tentatively** scheduled to be held on **11.12.2022 in Delhi/NCR**. The Computer based test can be taken in Hindi and English. The test will be in two parts. Part-I will be Knowledge Test and will consist of multiple-choice questions of the relevant discipline(s) as advertised. Part-II will be Aptitude Test and will consist of multiple-choice questions on General Awareness, Quantitative aptitude, English & Reasoning. There is a separate qualifying mark for each part.

1/4th mark will be deducted for each wrong / multiple answered question.

## PROJECTED VACANCIES:

Category wise vacancy is given below:

Post/ Grade	Vacancies					
	Total	UR	EWS	OBC-NCL	SC	ST
<b>Company Secretary/ (E1)</b>	01	01	00	00	00	00

## Identified type of disabilities for the post of Company Secretary for PwBD candidates:

- a) B, LV
- b) D, HH
- c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy
- d) MD involving(a) to (c) above

ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, BA=Both Arms, OL=One Leg, BL=Both Leg, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy= Muscular Dystrophy, MD=Multiple Disabilities.

The reserved category candidates are required to submit requisite certificate in the format prescribed by the Government of India and issued by Competent Authority.

The total number of projected vacancy/ies indicated above may increase / decrease at the discretion of NSPCL Management.

## HEALTH:

The candidate should have sound health. Before joining, candidate will have to undergo medical examination at any hospital designated by NSPCL for the purpose and the decision of NSPCL will be final and binding. Appointment will be subject to meeting the medical norms prescribed by the Company. No relaxation in medical norms is allowed. Detailed medical norms are available on the website.

Persons with disabilities are required to furnish Medical Certificate in relation to their disability from Medical Board of an approved Government Hospital.

## HOW TO APPLY:

- 01 Eligible candidates have to apply through online registration system of NSPCL only. To apply visit: <https://www.nspcl.co.in->careers> with your valid e-mail ID which should be valid for one year. The site is functional from **10.00 hours of 12.11.2022 to 17:00 hours**

**of 27.11.2022. No other means/ mode of application shall be accepted. NSPCL will not be responsible for bouncing back of any email sent to the candidate.**

- 02 Candidate belonging to General/OBC category is required to pay a non-refundable registration fee of Rs. 300/- only.  
The SC/ST/XSM/PwBD candidates need not pay the registration fee.
- 03 For General and OBC candidates, once they submit their data Online, System will display a unique **Transaction Reference Number( a 6 digit no.)** and a link for Payment of Application Fee. Candidates have to click on that link and make the payment of Application fee.
- 04 **METHOD OF APPLICATION FEE PAYMENT:** A link will be provided on the website for payment, which would take the candidate to <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=9716> after filling online application. Candidate has to click the Check Box to proceed for payment. In the next page candidate has to select "National Capital Territory of Delhi" in State of Corporate/Institution and then select "Application Fee for the Post of Company Secretary" in Payment Category and follow instructions on State Bank Collect page to make payment. While making the Payment, system will again ask the details of Name, e-mail ID, Mobile No. etc. and Transaction Reference Number, which was generated at the time of applying online.
- 05 The candidate can make payment through Internet banking/ Debit Card / Bank Challan. After making the payment a Payment Slip will be generated on screen, and candidates should take the print of that payment slip or save that.
- 06 It is mandatory to submit the details of **SBCollect Reference Number** (10 digit alphanumeric reference number starting with DU) printed on e-receipt and deposit dates again in online portal by login through registered email-ID after making the payment. If a candidate fails to submit these details within due date after making the payment, his/her application shall be treated as incomplete and summarily be rejected.
- 07 Bank commission charges will be borne by the candidate. In case the candidate deposits the fee in a wrong account, NSPCL will not be responsible. Registration fee deposited after closing of registration will not be valid.
- 08 Fees once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility and other condition before paying the application fee.
- 09 All successfully enrolled candidates will be allowed to download the admit card from the site. **Please note that the admit card will not be sent by post.**
- 10 All information regarding this recruitment will be made available on the website <https://www.nspcl.co.in->careers> and no separate communication with the candidates will be done.
- 11 It is mandatory that eligible candidates go through the full text of the advertisement and agree to all the conditions given, while applying for the post.

#### **GENERAL INFORMATION AND INSTRUCTIONS:**

1. Only Indian Nationals are eligible to apply.
2. All qualifications should be from Universities / Institutions recognized and approved in India.
3. No manual / paper application will be entertained.
4. TA/DA will **not be paid** to any candidate appearing for the Computer based test.
5. All computations of age/ experience requirement / qualification shall be done w.r.t. the last date of receipt of online application as mentioned in the advertisement.
6. Candidates claiming to belong to any particular category shall necessarily have a valid EWS/OBC/SC/ST/PwBD certificate, as the case may be, from the Competent Authority.
7. Upper age is relaxed by 5 years for the candidates who had ordinarily been domiciled in the state of Jammu & Kashmir from 01.01.80 to 31.12.89. In addition, the age relaxation for Ex-servicemen (XSM) will be as per Government of India norms.
8. Depending on the requirement, the Company reserves the right to cancel / restrict / curtail / enlarge the number of vacancies, if need so arises, without any further notice and without assigning any reason thereof.
9. Request for change of mailing address or e-mail address or Mobile number will not be entertained under any circumstance.
10. Candidates employed with Government Departments / PSUs / Autonomous Bodies have to produce **No Objection Certificate** (NOC) at the time of Interview. Please note that without NOC, such candidates will not be allowed to appear in the interview.

11. Candidates must remain in constant touch with website <https://www.nspcl.co.in->careers> for updates regarding dates of Computer based test, downloading of admit card etc.
12. While applying for the post, the applicant should ensure that he / she fulfills the eligibility and other norms mentioned above, as on the specified dates and that the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his/her candidature will stand automatically cancelled. If any of the above shortcoming(s) is / are detected even after appointment his / her services are liable to be terminated without any notice. Canvassing in any form shall disqualify the candidate.
13. The issue of an Admit card or result notification to appear in the Computer based test/interview/medical fitness test or the fact of having passed these tests or having been placed on the final merit list will not be considered as proof of any candidate's selection. Candidature will be purely provisional subject to eligibility and other verifications before or after appointment. The onus of ensuring that candidate meets all the eligibility requirement will rest on the candidate himself/ herself all through the recruitment process. Candidates will be allowed to appear in Computer based test/interview/ medical fitness test purely on provisional basis and no candidate will have the right to appointment or any compensation only on the ground of having appeared in or passed the Computer based test or any other screening test.
14. The mere fact that a candidate has submitted application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her the right to be definitely called for interview/ considered further for selection process.
15. Any proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in Delhi and courts/ tribunals/ forums at Delhi only shall have sole and exclusive jurisdiction to try any such cause/ dispute.
16. In case any ambiguity/dispute arises on account of interpretation in versions other than English, the English Version given in the web-site <https://www.nspcl.co.in->careers> will prevail.
17. The admit card indicating roll number, name of the allocated test center and guidelines for the test will be made available on the same site to the candidates found apparently eligible based on the online data. The candidate has to download his Admit card, Test Guidelines etc. for appearing in the test from the website. **Admit cards will not be sent by post.**
18. E-mail ID and Mobile number to be entered in online application form is mandatory. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying online. Candidates are advised to keep the e-mail ID and Mobile number which is to be entered compulsorily in the online application form, active for at least one year. No change in the e-mail ID or mobile number will be allowed once entered. All future correspondence would be sent via E-mail or SMS only.
19. Candidates should keep ten numbers of same photographs in reserve for future use, which they are using in the online registration.
20. NSPCL is not responsible for any printing error that might have inadvertently crept in.
21. Bringing mobile phone/Communication device/ Calculator in the examination hall is not allowed. Suitable action including immediate expulsion of the candidate from the examination hall will be taken.
22. NSPCL will not be responsible for any loss of e-mail sent, due to invalid/wrong e-mail id provided by the candidate or delivery of the mail to spam/ bulk mail order or for delay/ non-receipt of information, if the candidate fails to access his/her mail/ website in time.

**IMPORTANT DATES:**

a.	Commencement of online Registration of application by candidates	<b>12.11.2022</b> 10:00 Hours
b.	Last date for online registration of application by candidates	<b>27.11.2022</b> 17:00 Hours
c.	Downloading of Admit card with Roll Number, test center name and Guidelines.	Tentatively from 05.12.2022 to 11.12.2022(10:00 Hours)
d.	Computer based Test	<b>Tentatively on 11.12.2022</b>

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