

**KHANIJ BIDESH INDIA LIMITED**

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**NEW DELHI  
DATED:15-12-2025**

**CIRCULAR**

**SUB: Invitation of applications for appointment as COMPANY SECRETARY in Khanij Bidesh India Limited (KABIL)**

Khanij Bidesh India Limited (KABIL), a Joint Venture Company of NALCO, HCL & MECL, invites applications from experienced and qualified professionals for the position of COMPANY SECRETARY on a Fixed Term Contract basis.

1. Applications from eligible candidates are invited in the enclosed pro-forma, along with the copies of certificates of Qualification and Experience.
2. Applications received incomplete or after due date will not be considered. Only shortlisted candidates will be intimated and called for interview.
3. Khanij Bidesh India Limited (KABIL) reserves the right to reject any application without assigning any reason.
4. The duly filled application form along with relevant documents is to be submitted in the prescribed format as per Annexure-I via email ([kabilrectt@kabil.co.in](mailto:kabilrectt@kabil.co.in)) on or before **12<sup>th</sup> January 2026**, followed by submission of hard copies by post to Head (CC & Admin), Khanij Bidesh India Limited (KABIL), 2nd Floor, PTI Building, 4, Sansad Marg, New Delhi - 110001.

  
(K. Tunglut)

CC & Admin.

Tel. No. 011-20818486

Email- [k.tunglut@kabil.co.in](mailto:k.tunglut@kabil.co.in)

<b>Post Name</b>	<b>Company Secretary</b>
<b>Number of Post</b>	01(one)
<b>Place of Posting</b>	New Delhi
<b>Age Limit</b>	40 years (as on last date of receipt of application)
<b>Qualifications</b>	<p><b><u>Essential:</u></b> Should have passed the final examination of the Institute of Company Secretaries of India (ICSI) and should be an Associate / Fellow Member of ICSI.</p> <p><b><u>Desirable:</u></b> Additional Qualification in Law (LLB) or equivalent or Chartered Accountant shall be preferred.</p>
<b>Experience</b>	<p>Minimum 3 years of post-qualification experience in handling corporate governance and secretarial matters in a Company.</p> <p>Preference shall be given to candidates having experience of working with CPSEs/Central government or State government entities or their JVs/ Listed companies.</p>
<b>Job Description</b>	<p><b>The selected candidate shall be responsible for the following duties, among others:</b></p> <ol style="list-style-type: none"> <li>To handle Board, Committee and General Meetings and implement the decisions taken by the Board / Committee members.</li> <li>To ensure compliance with the requirements prescribed under the Companies Act, 2013, DPE Guidelines, other Government of India guidelines, Corporate Governance matters and other Corporate related laws.</li> <li>To ensure compliance with internal governance policies and legal obligations.</li> <li>To file documents with regulatory authorities on time.</li> <li>To maintain statutory books, including registers of directors, shareholders, and resolutions.</li> <li>To assist with due diligence and corporate filings during transactions.</li> <li>To do vetting, drafting, and creation of a variety of documents including policies.</li> <li>To monitor changes in laws and regulations affecting the company and recommend necessary adjustments.</li> <li>To keep accurate minutes of all meetings of the Board, Committees and General Body of Members.</li> <li>To give notices of all meetings of the Company, Board and the Committees.</li> <li>To prepare Annual Report of the Company in consultation with the CEO/Chairman and generally performs all such functions as are incidental to CEO office and as may be assigned by CEO/Chairman from time to time.</li> <li>To act as nodal officer for effective communication with shareholders, ensuring timely and transparent disclosure of corporate information.</li> <li>To be responsible for monitoring and ensuring adherence to the company's code of conduct, vigil mechanism and other ethical governance policy.</li> </ol>



	<p>xiv. To perform other statutory, corporate, legal functions as may be required by the company from time to time.</p> <p>xv. To exercise a continuous and proactive advisory role in providing guidance and advice to all board members and key managerial personnels (KPM) on matters effecting the interest of the company.</p> <p>xvi. Matters related to appointment of Statutory Auditor and their Fee fixation.</p> <p>xvii. Coordination with CAG office for all statutory compliances.</p>
<b>Period of Contract</b>	The tenure shall be for one year initially, extendable for three more terms on yearly basis, subject to satisfactory performance and requirement of the company. No right will be accrued in favour of the candidate regarding renewal of contract, absorption in the company, etc.
<b>Remuneration</b>	Consolidated remuneration of Rs.70,000 per month for first year and second year. Consolidated remuneration of Rs.75,000 per month for the third and fourth year.
<b>Other terms of Engagement</b>	<p>i. The selected candidate will not be entitled for any separate monthly allowances including but not limited to conveyance allowance, House Rent Allowances etc. However, in case, he/she is required to travel outside Delhi (NCR) in the context of the work/assignment, the actual cost of travel and daily allowance as applicable for an E1 Grade officer will be applicable.</p> <p>ii. The candidate will not be eligible for any other facilities such as residential accommodation, medical reimbursement, transport facilities etc.</p> <p>iii. The candidate shall be eligible for 08 days leave in a calendar year on pro-data basis. The candidate shall not draw any remuneration for the absence in case of absence beyond 08 days in a year (calculated on pro-data basis). Also, un-availed leave in a year cannot be carried forward to next calendar year.</p> <p>iv. The Income Tax or any other tax liable to be deducted, as per the prevailing rules, will be deducted at source before effecting the payment for which TDS certificate will be issued.</p> <p>v. The contract of the candidate may be terminated, after giving one-month notice, in following circumstances:</p> <ol style="list-style-type: none"> <li>If the candidate is unable to do the assigned work.</li> <li>Quality of the assigned work is unsatisfactory.</li> <li>If the candidate is absent from duty without due authorization.</li> <li>If the contract of the candidate is not renewed at the end of period.</li> </ol> <p>vi. The organisation reserves the right to terminate the contract of the candidate without giving any explanation or whatsoever, with immediate effect, without any remuneration or notice period, on the grounds of proven misconduct.</p> <p>vii. The candidate is required to give 30 days' notice, in case he/she opts to quit the assignment.</p> <p>viii. Jurisdiction for legal disputes, if any, will be in Delhi courts only.</p> <p>ix. The person who has worked as company secretary in KABIL shall not disclose the information received by him/her during the period of such</p>

	engagement to any other person at any time whether during continuance of such engagement or after its severance.
<b>Selection process</b>	Selection of the candidates will be done on the basis of personal interview by a Selection Committee. Only the short-listed candidates shall be called for the interview. No TA/DA will be paid for attending the interview. At the time of interview, the shortlisted candidates shall have to produce their certificates, in original for verification.
<b>Attendance and working days</b>	<p>i. The working hours of the candidate shall be same as regular employees working in the organisation. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/Sundays/Gazetted Holidays. Compensatory leave in such cases shall be at the discretion of the competent authority.</p> <p>ii. The attendance shall be marked in the Bio-metric system.</p>
<b>Confidentiality and Secrecy</b>	<p>i. The candidate shall not divulge any information gathered during the period of his/her assignment to anyone who is not authorised to know the same.</p> <p>ii. Selected candidates shall provide integrity certificates from two references known to them.</p> <p>iii. A self-undertaking shall be provided by the candidate to the effect that no criminal record or criminal case in any court is pending against him/her besides the routine character and antecedent verification.</p>

**Application Proforma for Company Secretary**  
(Last date of the receipt of applications: 12.01.2026)

Photograph  
(self-attested)

1. Name:
2. Date of Birth:
3. Address for correspondence:
4. Contact Details:

- Contact No.:
- Email ID:

5. Academic and Professional Qualifications (in reverse order, starting from the latest) :

SN	Degree/Qualification	Year	Subjects	University/ Institute	Class / Division	Distinction (if any)

(Attach a separate copy, if required)

6. List of relevant technical and academic publications (If any)

7. Relevant Experience (if any):

- a) Total years of experience and name of organizations.
- b) Year-wise tasks of similar nature carried out during last three years.
- c) Works of similar nature in hand and the expected date of completion.

8. A short note on your suitability for the post (in about 200 words).

Name & Signature of the applicant

Name:  
Signature:

Date:  
Place: