



FERRO SCRAP NIGAM LIMITED

(A Govt of INDIA Undertaking)

Regd. Office: FSNL Bhawan, Equipment Chowk, Central Avenue, Bhilai (Chhattisgarh)

Advt. No : 02/2023

Ferro Scrap Nigam Limited is a Mini Ratna-II Government of India Undertaking engaged in rendering specialized services to the customer Plants in Scrap management & allied jobs. The units of FSNL are situated at Rourkela, Burnpur, Bhilai, Bokaro, Visakhapatnam, Durgapur, Salem, Nagarnar & Hyderabad. The Registered Office of the company is situated at Bhilai. The Company is looking forward for engaging experienced candidates for the post of "Company Secretary", as detailed below on "Fixed Terms Basis".

POST/ SCALE / EXPERIENCE CRITERIA & AGE

NUMBER OF VACANCIES:

Company Secretary (FT)	E4 / E5	01
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GRADE	SCALE OF PAY	EXPERIENCE	AGE AS ON
E-4	Rs. 70000-3%-200000	Post qualification experience of 8 years & above.	Below 42 yrs
E-5	Rs. 80000-3%-220000	Post qualification experience of 10 years & above.	Below 46 yrs

QUALIFICATION & AREA OF EXPERIENCE

Category	Qualification	Area of experience
COMPANY SECRETARY (FT)	Graduate and a qualified Company Secretary with Associate/Fellow Member of the Institute of Company Secretaries of India. Candidates with CA/ICMA and or Degree in Law from a recognized university/ institution of repute/ Open & Distance Learning mode approved by UGC/AICTE., will be preferred.	The candidate should have experience of independently handling matters such as organizing meetings of shareholders, Board of Directors and its Committees, presentation of Board Memoranda /Agenda. Should also have adequate experience in dealing with the offices of Company Law Board, Registrar of Companies, RBI etc including statutory compliance under the Companies Act and other Corporate Laws.

1. Terms & Conditions for Fixed Term Employment :-

- The period of engagement on fixed term contract is for a initial period of one year from the date of engagement. However, the period of engagement can be extended on yearly basis up to maximum period of Five years based upon performance review and operational requirement.
- The manpower engaged on Fixed Term will be Designated with Post suffix "FT" i.e. Fixed Term.
- The consolidated monthly emoluments will comprise of Basic pay plus DA. Annual Increment of 3% of Basic pay as per Company's rule.
- A fixed Conveyance Allowance of Rs.2,000/- per month will be payable.
- The Fixed Term employees will be entitled to Contributory Provident Fund for the period of engagement.
- The Fixed Term employees will also be paid an ex-gratia amount equivalent to 15 days of Basic + DA (15 days wages would be computed as: Monthly wage x 15/26) upon completion of one year which will be adjusted against gratuity amount, if payable, on expiry of the contract.
- The Fixed Term employees will be entitled for travelling allowance for official tours as per rules applicable to regular employees of their category.
- The Fixed Term employees will be entitled for Casual Leave & Optional Holiday as per rules of company applicable for regular employees of their category.
- The Fixed Term employees will also be granted One day Earned Leave for every 20 days worked. Un availed Earned leaves to be encashed at the end of every year during the period of contract.
- The fixed term employee will be provided medical treatment excluding referral medical treatment at Company's authorised Hospital only at place of posting for self and dependent family members only as per Medical rules of the company.
- The Fixed Term employees will be covered under the Group Insurance Scheme of the company.
- The Fixed term engagement will stand automatically terminated at the end of the contract period. Such engagement can also be terminated by giving one month's prior notice by either side or pay in lieu of notice.
- The positions are purely temporary in nature, The engagement will not entitle the candidate for any regular / permanent employment in FSNL in future.

3. **Reservations / Relaxations: -**

The Reservations/ Relaxations for SC/ST/OBC (Non-creamy layer)/Ex-servicemen/EWS candidates will be provided as per the guidelines of Govt. of India for the purpose.

Age Relaxations Upper Age Limit is relaxed by:

- 5 Years for SC/ST
- 3 Years for OBC (Non-Creamy Layer)
- Relaxations for Ex-servicemen category candidates is as per extant Govt. of India Guidelines.

4. **Selection process : -**

Shortlisted Candidates shall be called for Written test / Personal Interview to be conducted at Corporate Office, FSNL Bhilai. FSNL may adopt higher criteria in case of receipt of more number of applicants meeting eligibility criteria. The offer of engagement shall be issued to suitable candidates in order of merit and based on the number of vacancies. Engagement of selected candidates shall be subject to medical fitness test as prescribed by FSNL. No relaxation in medical standards shall be allowed.

5. **General Instructions: -**

- a) Candidates who do not possess post qualification and experience as mentioned under "Area of Experience" need not apply. Teaching experience, Internship, Induction and any other training period will not be counted as experience.
- b) The cut-off date for ascertaining the age and experience etc, will be last date of submission of online application as mentioned in the advertisement.
- c) The selected candidates will be posted at the discretion of management of the company to serve at any of the company's offices /Unit./ Project located anywhere in India.
- d) Candidates presently working in Govt. / Public Sector Organizations should send their applications through their present employer or submit "No Objection Certificate" at the time of written test / interview.
- e) Candidates found eligible will only be called for Written Test / Interview. Merely fulfilling of eligibility criteria shall not confer any right to the applicant for being called for the written test/ interview/appointment. Canvassing in any form will disqualify the candidate.
- f) Candidates if invited for written test/personal interview will be reimbursed to and fro actual fare limited to AC-III Train Fare from the starting station or mailing address whichever is nearer to the place of interview by the shortest route on production of proof of journey. Lodging charges will not be paid.
- g) Candidates are advised to keep their e-mail ID & Mobile No. filled in the application form, active for at least one year as any important intimation to the candidates may be provided by FSNL through e-mail / over phone.
- h) While applying for any post, the applicant should ensure that they fulfill the essential eligibility criteria prescribed for the post for which they are applying and that the particulars furnished are correct in all respect. In case it is found at any stage of the selection process or even after appointment that the candidate:
 - i. has furnished false or incorrect information.
 - ii. has suppressed any relevant information/ material fact.
 - iii. does not meet the eligibility criteria prescribed for the post.
 - iv. adopted unfair means during the Recruitment process.
 - v. is found guilty of impersonation.
 - vi. has created disturbance affecting the smooth conduct of the written Examination at the test centre venue.
 - vii. has uploaded non-human or irrelevant photograph.

his/her candidature / service are liable for rejection/termination without notice.

- i) Only Indian Nationals need to apply. Applicants can apply to only one post, best suitable to them. The candidates applied for more than one post may attract the disqualification of applications.

Please Note:

- The recruitment process can be cancelled / restricted /amended/ suspended / terminated at any time without any notice and without assigning any reasons thereof. The decision of the Management will be final and no appeal will be entertained on what so ever matter.
- Management reserves the right to restrict the number of candidates to be called for written test/ interview, reject the application without assigning any reason/change the number of posts / raise the standard of specification.

- No correspondence will be entertained from the candidates not called / selected for written test/ interview / appointment.
 - Educational Qualification Details: Educational qualification against graduation/post graduation to be entered and name of degree, passing year to be selected. Specialization, Institute Name, University Name, Percentage of Marks etc. to be filled up. Where in CGPA/GPA/DGPA is mentioned in the certificate, equivalent percentage of marks to be mentioned and mark sheet to be uploaded.
 - Work Experience: Mention each post held & corresponding information against work experience starting from chronological (ascending) order. Details of experience obtained after securing the specified minimum required qualification is to be entered. The experience certificate(s) to be uploaded as a merged file with noc (if currently available).
 - The information provided by the Candidates like Name of Candidate, E-mail, Mobile Number, Date of Birth, Contact/ Address details, Category, Educational Qualification details etc during the online application procedure will be treated as final. Any request for change in such particulars shall not be entertained later under any circumstances. Therefore, candidates are advised to take utmost care while filling up the details in the Application Form.
6. Documents required at the Time of Written test/ Interview: The following documents shall be required in ORIGINAL for verification at the time of written test/ interview. If any of the following documents are not produced by the candidates at the time of written test/interview for verification, then he or she will neither be allowed to appear for the interview nor any fare reimbursed to him/her.
- a) Class 10 Certificate / Valid Proof for Date of Birth.
 - b) Aadhar Card, as ID Proof and two recent passport size colour photograph, (with Regn.No, name of the applicant and signature at the backside of the photograph).
 - c) Caste Certificate i.e. SC/ST/OBC (Non-Creamy Layer) on Government prescribed format, Discharge Certificate in case of Ex-servicemen, issued by the competent authority. The benefit of EWS can be availed upon production of and income and Asset Certificate issued by competent authority in the prescribed format.
 - d) Mark Sheets of all semesters/years in support of educational qualification, degree Certificate (Provisional or Original) from 10th onwards clearly showing class/ division/ CGPA/ percentage / mode / duration / stream/ specialization of the qualification etc.
 - e) "No Objection Certificate" in case of employed in a Government Department / Undertaking / PSU/ Autonomous Body etc.
 - f) Experience Certificate, Break-up of present emoluments & latest payslip.

(A) How to Apply:

Before applying, read the instructions carefully and fill the online application form providing correct information.

Interested candidates can apply for the above posts **only through online mode**.

Candidates applying for the above posts are required to pay a non-refundable application fee of Rs 500/- (except those belonging to SC/ST/Ex-servicemen categories). Fees once paid shall not be refunded under any circumstance. Bank Transaction charges and taxes as applicable, for Online Payment of application fees/intimation charges will have to be borne by the candidate.

The candidates should have valid email ID & mobile no. which should be kept active till the declaration of result, for receiving important notifications issued by the company.

1. Candidates to go to the FSNL website <http://fsl.nic.in/career.php> click on the option "**APPLY ONLINE**" which will open a new screen.
2. To register application, choose the tab "Click here for New Registration" follow the steps specified to generate Provisional Registration Number. Candidate should note down the provisional Registration Number to proceed further and login to complete filling of the application form. An Email indicating the Provisional Registration number will also be sent by the system.
3. Only one mobile Number can be used once for registration. Once the applicant registers a particular mobile number he will not be allowed for any further registration.
4. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required.

5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found at later stage may disqualify the candidature.
6. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
7. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
8. Click on 'Payment' Tab and proceed for payment.
9. Click on the Preview tab to preview and verify the entire application form before final submission of application. Modify details, if required, and click on 'Final Submit'.
10. Only on clicking "Final Submit" button the online application will get submitted. Once submitted, the application cannot be edited. Hence, candidates are advised to carefully verify their details in the application and satisfy themselves that all the information is correctly filled up before final submission.
11. After final submission, applicant can download the Application and Receipt by using download button.
12. Incomplete applications and applications which are not finally submitted by candidates will not be considered and no correspondence shall be entertained in this regard.

(B) PAYMENT OF FEES ONLINE MODE:

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. After submitting your payment information in the online application form, please wait for the intimation from the server. do not press back or refresh button in order to avoid double charge
4. On successful completion of the transaction, an e-Receipt will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password/OTP and repeat the process of payment.
6. Candidates are required to take a printout of the e-Receipt and online Application Form containing fee details. Please note that if the same cannot be generated, online transaction may not have been successful.
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. There is facility to print application form containing fee details after payment of fees.

(C) Guidelines for scanning and Upload of Documents.

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature, as per the specifications given below.

Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature Image:

- The applicant has to sign on white paper with Black Ink pen.
- Dimensions 140 x 60 pixels (preferred)

- Size of file should be between 10kb – 20kb for signature.
- Ensure that the size of the scanned image is not more than 20kb
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.

Documents:

- Applicants are required to upload supporting documents in PDF formats only.
- Maximum size limit for each pdf file is – 02 MB.
- The uploaded PDF files must NOT be password protected.
- If applicants are willing to upload multiple documents (or documents which are available in multiple pages) to substantiate a claim for which a single upload option is available, they can upload the same by merging all the documents as a single PDF File.

Decision of FSNL in all matters regarding eligibility, test & selection would be final and binding on all candidates. No representation or correspondence will be entertained in this regard. Court of jurisdiction for any dispute, will be Durg (Chhattisgarh).

Disclaimer: Candidates should refer to our website www.fsnl.nic.in for any changes/modifications/addendum/information. In case of any technical problem/ clarification, candidates may send their queries to adm@fsnl.co.in.