

MONGIA STEEL LIMITED

Burhiadih, Tundi Road Giridih - 815302

Ref. No.

Date: 24.11.2023

Mongia Steel Limited, a public limited company engaged in Iron & Steel manufacturing invites application from interested professionals/candidates for the post mentioned below on purely contractual basis for "Mongia Steel Limited (MSL)".

SN	Name of the Post	Total No. of Post	Consolidated Monthly Remuneration on all Inclusive (Rs.)	Essential Qualification & Experience	Age Limit
3	Company Secretary (CS)	1	As per Industry norms	Candidate should be Members of ICSI (The Institute of Company Secretaries of India). Minimum Experience of 5 Years as a CS member of ICSI. Desirable Qualification: Candidate should be diploma/degree Holder in management (HR) from reputed institute/ University.	Age of the candidates should not exceed 40 years as on last date fixed for submission of the application.

Terms of Engagement:

1. The appointment of professionals will be purely on contract basis for a period of (3) Three Years, which may be extended twice (2 years + 2 Years) after the annual review of performance, and desired output. However the contract may be terminated in the case of unsatisfactory service in one months notice.
2. **The successful candidate will have to sign a contractual agreement in the prescribed format along with service bond of 3 years in favor of MSL.**
3. The contract shall not confer any rights or claim of extension/absorption in the Company.
4. **Last date for receipt of Application:** 10-12-2023, till 15:00 Hrs.
5. The scope of work, detail job description, requisite qualification and experience for different category of post mentioned in Appendix A, please visit Notice/Recruitment section of the website www.mongiasteel.com
6. The selection of the candidate will be completely on the basis of Essential Qualification, Additional qualification, Experience and Interview. The decision of the Company is final and binding. The Company reserves its rights to accept or reject any applications, without assigning reasons there for.
7. **How to apply:** Duly filled application along with self-attested copy of the proof of age, qualification and experience should be sent through the email to legal@mongiasteel.com . The application form made available by hand shall not be entertained. Original Qualification Certificate and Proof of previous employment have to be produced during the time of interview.

Incomplete applications shall not be considered and no interim correspondence shall be entertained. Canvassing in any form shall be considered a disqualification for employment in the Company.
8. The list of shortlisted candidate will be uploaded on the website: www.mongiasteel.com and the candidate will be intimated about the date of interview.
9. On behalf of Mongia Steel Limited, the company reserves the right to cancel/postpone the recruitment wholly or partially if so required. No claim will be admissible in case of such cancellation/postponement.

Sd/-

Managing Director
MONGIA STEEL LIMITED

Name of the Post and Qualification required

1. Company Secretary

Candidate should be Members of ICSI (The Institute of Company Secretaries of India).
Minimum Experience of 5 Years as a CS member of ICSI.

Desirable Qualification: Candidate should be diploma/degree Holder in management (HR) from reputed institute/University.

APPLICATION FORM

Position Applied For: _____

Paste Recent
Passport Size
Photograph

1. PERSONAL DETAILS

Name of the Candidate*	_____	_____
	(First Name)	(Surname)
Address*	<u>Permanent</u>	<u>Present</u>
Mobile/Phone No.*		
Telephone-Residence		
Telephone-Office		
Email Id.*		
Date Of Birth: (DD/MM/YY)		
Category*: (ST/SC/BC1/BC 2/General)		
Sex: (Male/Female)*		

2. EDUCATION QUALIFICATION (Recent First)

Qualification	University/Institution	Main Subjects	Completion Year	Division / Grade	Marks %

3. OTHER QUALIFICATION/TRAINING

Course Name	Duration	Institution	Course Details

4. EMPLOYMENT/WORK EXPERIENCE DETAILS

Name & Address of Employer	Designation	Duration		Experience		Brief Description of Responsibilities	Name & Designation of Reporting Authority
		From	To	Years	Months		
Total Experience							

5. KEY COMPETENCIES/SKILLS

S.No.	Computer Skills	Detail
	Other Skills/Competencies	

6. LANGUAGE PROFICIENCY (Please Tick The Appropriate Column)

Language	Ability To Converse			Ability To Read			Ability To Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Other (Please Specify)									

7. ANY OTHER INFORMATION (May Be Provided By Applicant To Strengthen Candidature)

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8. DECLARATION

I do hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time, my candidature/ appointment may be cancelled/ terminated without any notice.

Date:

Place:

(Signature of the Applicant)