



Rail Infrastructure Development Company (Karnataka) Limited

(A joint Venture of Govt. of Karnataka and Ministry of Railways)



ರೈಲು ಮೂಲಸೌಲಭ್ಯ ಅಭಿವೃದ್ಧಿ ಕಂಪನಿ (ಕರ್ನಾಟಕ) ನಿಯಮಿತ
(ಕರ್ನಾಟಕ ಸರ್ಕಾರ ಮತ್ತು ರೈಲ್ವೆ ಸಚಿವಾಲಯದ ಜಂಟಿ ಉದ್ಯಮ)

Notification No: K-RIDE/HR/195/Vacancy Notification/03/2024

Date: 16.03.2024

RECRUITMENT OF COMPANY SECRETARY ON CONTRACTUAL BASIS

Bengaluru Suburban Rail Project (BSRP) was accorded formal sanction by CCEA (Cabinet Committee on Economic Affairs) in October, 2020. K-RIDE (Rail Infrastructure Development Company (Karnataka) Limited a Special Purpose of Vehicle (SPV) and the Joint Venture Company of the Ministry of Railways and Government of Karnataka is executing this flagship project which envisages construction of 04 corridors with a total route length of 148.17 Kms.

I. NO. OF POSTS, QUALIFICATION AND EXPERIENCE:

Vacancy No	Name of the Post & Grade	No. of Post	Max. Age Limit as on (01.03.2024)	Qualification & Experience
04/2024	Company Secretary – E4	01	55 years (Age will be relaxed for deserving and experienced candidates)	<p>Education Qualification: Candidates applying should have membership of Institute of Company Secretaries of India.</p> <p>Work Experience(Contract Basis): Work experience of minimum 13 years relevant experience in Secretarial Practice. Weightage will be given to candidates with experience in Government companies/ Metros/Railways/ Private recognized organisations etc.</p> <p>Duties & Responsibilities: The candidate should possess sound knowledge of Companies Act & Company Law procedures and should be proficient in documentation in connection with Board/Audit/Subcommittee Meetings, preparation of Annual Report, statutory filing etc., under the provisions of Companies Act.</p> <p>Desirable Experience:</p> <ol style="list-style-type: none">Knowledge of Law and FinanceFamiliarity with relevant software and applicationsKnowledge of Kannada is Essential

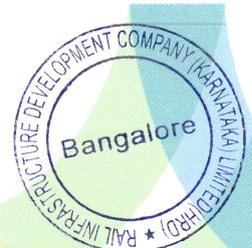
II. PAY AND EMOLUMENTS:

The selected candidate shall be eligible for consolidated pay of Rs.147250/- (E4 grade) in addition with Medical, Personal Accident insurance, CUG mobile and Conveyance will be extended as per rules of the Company.

III. DURATION (TENURE): Initially 3 years extendable based on performance.

Reg. Office:
Samparka Soudha, 1 st Floor, Opp. Orion Mall,
Dr. Rajkumar Road, Rajajinagar 1st Block, Bangalore - 560010.

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● ● www.kride.in





IV. SELECTION PROCESS:

Applications received shall be screened for eligibility and shortlisted. The Company reserves the right to short list the number of candidates for selection out of eligible candidates.

V. CHARACTER & ANTECEDENTS:

The success in the screening process does not confer any right to appointment unless the Company is satisfied after such an inquiry, as may be considered necessary, that the candidate having regard to his / her character and antecedents is suitable in all respects for appointment to the service.

VI. GENERAL INSTRUCTION:

- The number of posts indicated above may vary based on further assessment of requirement.
- All information submitted in the application will be verified with original document before appointment. If any information provided by the candidate is found to be false or incorrect or not in conformity with the eligibility criteria, then his / her candidature is liable to be rejected / cancelled at any stage of the recruitment process.
- The ascertainment of suitable work experience, seniority, domain expertise and project fitness shall be at the discretion of the Company.
- Internal candidates presently working in K-RIDE may also apply against the posts as open category candidates subject to the satisfying the stipulated eligibility criteria for the respective post
- Knowledge of Kannada is desirable.

VII. INSTRUCTIONS FOR APPLYING:

- a. Before applying, candidates should ensure that they fulfil eligibility criteria mentioned in the advertisement. Candidates should submit only one application for one vacancy. Application once submitted cannot be altered. However, candidates can apply for any number of vacancies.
- b. The candidates presently employed in Govt. or Public Section undertakings (PSUs) should forward their application through proper channel along with the APARs for the last five years, Vigilance and D&AR clearance, so as to reach the below mentioned address by stipulated date. However, advance copies may be sent to KRIDE before the last date.

VIII. LAST DATE FOR RECEIPT OF APPLICATIONS:

Online application - A valid e-mail ID is essential for submission of the online application. The applicants must fill up the Application Form online against the vacancy Description on <https://kride.in/careers-in-k-ride/>. The applicant shall submit the application & upload supporting documents i.e., relevant certificates, testimonials in support of qualification and experience, No Objection Certificate (NOC) in case of working in PSUs/State Government/ Central Government/ Metro's / Railway's, etc., prescribed for the post.

- a. Online applications received without enclosures/supporting documents in support of age, qualification, experience, NOC etc., will be summarily rejected.
- b. Last date of receipt of duly filled in application is **16.04.2024**.
- c. K-RIDE will not be responsible for bouncing of any e-mail sent to the candidates. Candidates are advised to check the career section of K-RIDE website regularly for further information.

