

Advanced Weapons & Equipment India Limited
A Government of India Enterprise
Ministry of Defence

Requirement of Company Secretary on Contract (Advt. No. AWEIL/01/2022)

Last Date for Receipt of Applications – 20th June 2022

Advanced Weapons & Equipment India Ltd. (AWEIL) is a Defence Public Sector Undertaking under Ministry of Defence, Government of India, with Corporate Hqrs at Kanpur, incorporated under the Companies Act 2013 on 14th August, 2021. However, its commencement of business took place on 1st October 2021 notified by DDP. Advanced Weapons and Equipment India Limited (AWEIL), is primarily engaged in Manufacture and Supply of Weapon Systems, Small Arms, Tank Gun Articles and Ammunition Components and has 8 production units & 1 non production unit.

AWEIL invites applications for the following posts:

A. Details of the post:

Post	Number of Vacancies
Company Secretary	01 (Contractual Basis – Full Time)

B. **Nature of Appointment:** Employment on full time Contract basis

C. **Term of Appointment:** 1 Year. If required by the company, can be extended (maximum up to 3 years) on yearly basis after appraisal and review.

D. **Total Emoluments:** Total consolidated monthly emolument shall be Rs 1,10,000/- (Fixed). The same shall be enhanced by @ 3% per year if the contract is extended. No other allowances shall be admissible.

AWEIL invites applications from Indian nationals fulfilling the following eligibility criteria:

E. **Eligibility Criteria:**

- i) Should be an Indian national
- ii) Should have passed the final examination of the Institute of Company Secretaries of India (ICSI) and should be an Associate / Fellow Members of ICSI.

- iii) Should have minimum 08 years post qualification experience out of which 05 years as Company Secretary in a company with 500 Crores annual turnover.
- F. **Preferable:** Additional qualification in law (LL.B./LL.M) shall be preferred.
- G. **Age Limit on the last date of application:** Maximum 48 years.
- H. **Place of Posting:** Kanpur
- I. **Working Hours:** As per office timing of AWEIL HQ. If required, as per exigencies of work, he / she would be asked to attend office on Saturday or other holidays without any additional compensation
- J. **Selection Process:** Educational Qualification, Experience and performance in personal Interview. The Competent Authority may enhance the criteria for qualification and /or experience or may also decide conducting Written Test to shortlist the candidates for interview in the event of large no. of candidates fulfilling the eligibility criteria particularly to the above-mentioned post.
- K. **Process of Interview:** The interview will be conducted by a duly constituted selection committee.
- L. **How to apply:**
- 1.** Interested candidates shall submit their application form (in Hard Copy) as per the prescribed format attached hereto, which can be downloaded from the AWEIL website www.aweil.in, through speed post/courier service to the DIRECTOR (HR), ADVANCED WEAPONS AND EQUIPMENT INDIA LIMITED, Ordnance Factory Kapli Road Kanpur -208009,. **In addition to application by speed post/courier, an advance scanned copy of the application form along-with the enclosures is be sent to dir-hr@aweil.in, clearly mentioning in the subject heading ‘APPLICATION FOR THE POST OF COMPANY SECRETARY- on Contractual Basis ’.**
 - 2.** Hard copy of the Application is to be submitted along-with 2 self-attested recent passport photographs (with full name written on the backside for identification) and also self-attested copies of documents/certificates in support of claim regarding age (Birth Certificate / 10th Class Certificate), qualification, experience, etc.,
 - 3.** Non- attachment of required documents as per application format will be treated as incomplete application and will be rejected forthwith.
 - 4.** It is mandatory to fill all the relevant information such as qualification details, experience details, percentage of marks, email address, contact mobile number, address for correspondence, Aadhar card number/PAN Number etc.

- 5.** The applicant should affix his/her one passport photograph in 4.4 cm x 5.8 cm dimensions on the application in the space provided. The Second one should be attached with it and not pasted.
- 6.** In case of variation of Name/ surname/name, spelling mentioned in the Application cum Bio-data with that of educational/ professional qualification certificates, application will be liable to be cancelled.
- 7.** Applicant is requested to enter his/her active email address and mobile phone number which should be valid at least till the interviews are held, as all important communications will be sent to this email id and Mobile number.
- 8.** Candidates who are working in Public/Govt. Sector should forward their Applications through proper channel clearly indicating their present grade and present scale of pay separately or NOC should be submitted at the time of interview, in case selected, failing which their candidature will be rejected.
- 9.** AWEIL management will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.

M. Terms & Condition of Appointment:

1. Candidate must be citizen of India.
2. AWEIL reserves the right to reject any application/candidature at any stage without assigning any reason and the decision of AWEIL shall be final
3. The appointment shall be purely temporary and on contract basis. The candidate's services can be terminated by AWEIL by giving 1 month notice or with remittance of one month's pay in lieu thereof. If candidate wishes to leave the services of AWEIL, he shall have to give three months' notice to AWEIL or pay three months' salary in lieu thereof.
4. The successful candidate will have to sign a contractual agreement in the prescribed format
5. The Contract shall not confer any rights or claim of extension/absorption in the Company.
6. Candidates currently serving in Govt. / Quasi. Govt. / Public Sector Undertakings are advised to seek prior permission from their employers to apply for the notified vacancy. Such applicants shall have to submit 'No Objection Certificate' from their employers at the time of interview, failing which they shall not be allowed to appear in interview and their candidature shall be treated as cancelled.
7. On final selection, such a candidate who has been working in Govt./PSU/private entity, should produce the document conveying the acceptance of his resignation from service or his last employer. In the absence of such document, he shall not be allowed to join AWEIL Service.

8. The decision of the AWEIL about the mode of selection, eligibility conditions, short listing of candidates for interview etc. shall be final and binding. No correspondence will be entertained in this regard.
9. The candidates called for interview shall be required to produce original documents relating to educational qualifications, experience etc. for verification at the time of interview. If the identity of the candidate is in doubt or he is not able to produce the requisite documents or there is mismatch of information in the documents or he is found ineligible for the post applied for any other claim made in his application if found to incorrect, he will not be allowed to appear in the interview and his candidature will be treated cancelled.
10. Candidates are advised in their own interest that they should not furnish any documents or information that are false, tampered, fabricated and they should not suppress any material information while filling up the application Form.
11. At any stage of recruitment or later, if a candidate is or has been found guilty of any misconduct as:
 - a) Impersonating or procuring impersonation by any person; or
 - b) Resorting to any irregular means in connection with his/her candidature during selection process; or
 - c) Using undue influence of his/her candidature by any means; or
 - d) Submitting or false certificates/documents/information or suppressing any information at any stage; or In addition to rendering himself/herself liable to legal/criminal prosecution, will also become liable to be Debarred with permanently.
 - e) Can be discharged/removed/dismissed from service, if the act of misconduct comes to notice after his/her appointment to service of AWEIL.
12. Decision of the AWEIL in all matters regarding eligibility of the applicant, the stages at which such scrutiny of eligibility is to be undertaken, documents to be produced, personal interview, selection of any other matter relating to engagement will be final and binding on the applicant. While applying for the post, the applicant should ensure that he/she fulfils the eligibility and other criteria mentioned and that the particulars furnished are correct in all respect. In case it is detected at any stage of recruitment that applicant 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 automatically stand cancelled. If any of the said shortcoming(s) is/are detected even after recruitment, he/she is liable to be terminated without any notice.
13. Candidates working in Govt./Quasi/Public Sector Undertakings/ Autonomous Bodies should apply through proper channel. Applications not in the prescribed Format or incomplete and not accompanied by the prescribed attested certificates or

received after the prescribed date and time or not routed through the present employer shall be summarily rejected.

N. **Job Profile:** The roles and responsibilities shall broadly cover the following:

- a) **Compliance:** Ensuring compliance of the provision of companies act and rules made there-under and other statutes & by-laws, provisions of corporate governance and secretarial standards. Ensures that the business/affairs of the company are conducted in accordance with its object as contained in its memorandum of association/articles of association and provision of the company. Ensure compliance with various authorities like labour committee, Registrar of companies (ROC) etc. Ensure compliance of provision of permission acquisition viz. permissions from various government bodies and board. Ensure compliance of the provisions related to the share capitals of the company.
- b) **Advising:** Advising companies on compliance of legal matters and procedural aspects, Companies act, Labour and Industrial laws, Management, Valuation and Audit, Drafting of legal documents, Manpower planning and development etc.
- c) **Assistance:** Providing secretarial assistance to the company in the conduct of the affairs of the company including dealing with board matters, providing assistance to management in day-to-day administration activities and guidance to the directors about their duties. Assistance in obtaining various licenses and permissions under various laws applicable to the company.
- d) **Co-ordinating:** To co-ordinate, facilitate, call and hold; Board Meeting, Committee Meeting, Annual General Meeting, Extra Ordinary General Meetings and to attend such meetings in order to ensure compliance of legal requirements and to take follow up actions thereof. Co-coordinating/liaising with Registrar of Companies (RoC). Co-ordinating with the auditors for corporate for corporate secretarial compliance during audit.
- e) **Drafting/Preparation of documents:** Drafting Agendas, Resolutions, Minutes; of Board Meetings, Committee Meeting, Annual General Meeting and Extraordinary General Meeting in consultation with Chairman and Managing Director. Drafting notice and explanatory statements ancillary to the resolutions of meetings/Audit. Preparation of documents for disclosure of interest filing for all directors, Annual filing documents (directors report, annual return and with the necessary annexure and e-forms), Notices, Legal and other corporate documents. Preparation of document for appointment/reappointment and resignation/cessation of directors and auditors in the company. Preparation of document for the increase of authorize capital, allotment of equity shares, shares certificates necessary for allotment of shares and conduct appropriate activities connected with share transfer.

- f) **Filing:** Filing of balance sheets, profit & loss Accounts, registering any company documents including forms, returns and application by and on behalf of the company as an authorized representative with ROC or any other competent authority. Filing of forms relating to charge creation, modification and satisfaction.
- g) **Maintenance:** Maintenance of minutes books of meeting of board of directors and shareholders of the company, statutory registers (including statutory share register) with necessary enclosures and other statutory records of the company as applicable to the company as per companies' act 2013 and secretarial standards.
- h) **Custodian:** Custodian of seal of the company, corporate records, statutory books and registers.
- i) **Representing:** Representing Company before the courts, tribunals, tax authorities and other statutory/regulatory authorities as and when required.
- j) **Communication:** Communication with various stakeholders like government, regulators, Authorities etc. and also maintaining Industrial relations.
- k) **Sign & Seal:** Approve, sign & seal agreements, leases legal forms and other official documents on the companies' behalf when authorized by the board of directors.
- l) Any other matters relating to the company secretarial assignment including all incidental works such as legal matters, audit, accounts, report writing and compliance to various statutory, regulatory and other reporting.
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