



## PUNJAB LOGISTICS INFRASTRUCTURE LIMITED

A Joint Venture of Container Corporation of India Ltd. (CONCOR) and Punjab State Container and Warehousing Corporation Ltd. (CONWARE)  
S.C.O. 74-75, Sector 17-B, Chandigarh-1600017

### WALK-IN-INTERVIEW

Punjab Logistics Infrastructure Limited (PLIL), a Joint Venture Company of Container Corporation of India Limited (CONCOR - a Navratnam Public Sector Undertaking under Ministry of Railways, Govt. of India) and Punjab State Container and Warehousing Corporation Limited (CONWARE - wholly owned State Govt. Company) registered under the Companies Act, has set up a Multi Modal Logistics Park in District Ludhiana (Punjab). The company intends to hire self-driven, multi-tasked key personnel for the post of ACS on contract basis initially for a period of 03 years extendable for further period, for which Walk-in-Interview shall be conducted on 23/02/2024 from 09:00 AM onwards till cut of time 13.00 PM at 9<sup>th</sup> Floor, Board Room, Park Plaza, Ludhiana -141002

### Advt. No. PLIL/HR/vacancy/ACS/2024 Dated 06/02/2024

Position	Assistant Company Secretary (ACS)
<b>Role &amp; Responsibility</b>	<p>The primary responsibility of the Assistant Company Secretary will be compliance work, Roc work, filling as per companies act 2013</p> <p>A typical job description for the Assistant Company Secretary role would include:</p> <ul style="list-style-type: none"> <li>• Handling all secretarial compliances of the company and its subsidiaries as per Companies Act, 2013 and other corporate laws.</li> <li>• Responsible for preparing agenda, notices, and minutes of the meetings for board/committee/shareholders, etc.</li> <li>• <del>Conducting</del> board meetings and shareholders meetings.</li> <li>• Responsible for coordinating with senior management and other internal and external parties as appropriate.</li> <li>• Responsible for maintaining all documentation as per secretarial standards.</li> <li>• Audit &amp; Compliance</li> <li>• Financial &amp; Banking Regulation</li> <li>• Compliance of corporate &amp; statutory laws</li> <li>• Working with senior management in setting annual financial goals and targets for organization.</li> <li>• Corporate communication &amp; public relation</li> <li>• Drafting &amp; vetting of agreements</li> <li>• Preparation &amp; Implementation of Board Policies</li> <li>• Relies on extensive experience and judgment to plan and accomplish goals.</li> <li>• A wide degree of creativity and latitude is expected.</li> <li>• Any other assignment as given by higher authorities from time to time.</li> <li>• Develop and maintain a Business Continuity Plan.</li> <li>• E-filing with ROC and full knowledge of Company law</li> <li>• Contract Management</li> <li>• Filling of reports with CAG office.</li> </ul>
<b>Educational Qualification</b>	The candidate must be graduate & qualified Company Secretary being associates /Fellow members of the Institute of Company Secretary of India (ICSI) and must hold the membership number and CS Degree as on 06.02.2024.
<b>Experience and Job specific skills</b>	Experienced candidate will be given preference, however fresh qualified Company Secretary would also be eligible.
<b>CTC offered</b>	Consolidated fees for the post of Assistant Company Secretary in PLIL would be ₹35,000/- per month (all inclusive) during the first year, Rs. 38,500/- per month during the second year and Rs. 42,000/- per month during the third year. The amount payable for second and third year shall be subject to satisfactory performance as decided by Management. Other benefits include Medical Reimbursement up to 1 Month fee per annum (condition applied), 12 days CL p.a. & 12 Sick Leave p.a..
<b>Reporting to</b>	<b>Chief Executive Officer/PLIL</b>

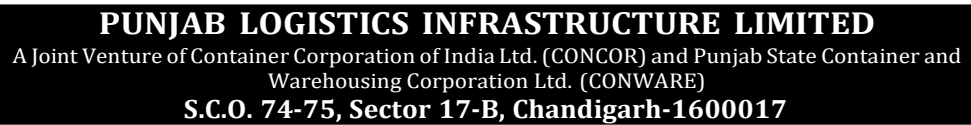
<b>Nature of Engagement</b>	<b>Contractual Engagement for a period of 3 years, extendable for further period.</b>
<b>Selection process</b>	<b>WALK-IN Interview</b>
<b>Location of posting &amp; Notice Period</b>	<b>MMLP/PLIL-V.P.O. Ghungrana, Ahmedgarh LUDHIANA PUNJAB. Period of 02 months from the date of acceptance of resignation.</b>
<b>AGE</b>	<b>Not more than 35 as on 06.02.2024</b>

### **SELECTION PROCESS**

1. Candidates are requested to fill the prescribed Application Form (available at <http://www.plil.co.in>) complete in all respects. The dully filled up Application Form has to be submitted at Registration Desk at the venue of the Interview for the initial screening. After screening of Application and verification of documents, candidates will be shortlisted for appearing in the Interview.
2. Based on the credentials and performance in the interview, the candidates will be empaneled and the offer of Appointment will be issued to the suitable candidate in the order of merit.
3. Candidates are required to enclose self-attested copies of all supporting documents viz. date of birth, marks sheet & degree certificate of educational/Technical qualifications, experience certificate, caste certificate, disability certificate, proof of Ex-Servicemen etc. as applicable, along with application form and produce the original documents for verification.
4. PLIL may adopt higher criteria in case of receipt of a greater number of applications meeting the eligibility criteria.
5. If required, the interview may be rolled over to the next day and in such a case, the candidate has to make his/her own arrangement for stay. No compensation will be payable in this regard.

### **GENERAL INSTRUCTIONS**

1. The appointment is purely on Fixed Tenure Basis and it is not against any permanent vacancy. This placement will not entitle any candidate to claim for regular/permanent employment in Punjab Logistics Infrastructure Limited or CONCOR/CONWARE.
2. Only Indian Nationals are eligible to apply.
3. The incumbent is liable to be transferred/posted in any office of Punjab Logistics Infrastructure Limited (PLIL) at the discretion of PLIL the selected candidate should be able to join at the earliest.
4. Candidates working in Govt. organization/PSUs are required to produce No Objection Certificate (NOC) from their present employer at the time of Interview. The candidate will bring proper relieving letter from their present employer in the event of selection in PLIL at the time of joining.
5. Mere fulfilling of eligibility criteria shall not confer any right on the applicant for being called for the interview/ appointment. Canvassing in any form will disqualify the candidate.
6. PLIL reserves the right to cancel/amend the advertisement and/or the selection process at any point of time without any notice.
7. Please note that no TA/DA shall be paid to any candidate for appearing in the selection.
8. No correspondence will be entertained for non-calling of candidate for interview or for non-selection.
9. Candidates should ensure that they fulfill the eligibility criteria prescribed for the post they have applied for. In case, it is found at any stage of selection process or even after appointment that the candidate has furnished false or incorrect information or suppressed any relevant information/material facts or does not fulfill the criteria, his / her candidature / services are liable for rejection / termination without any notice.
10. Corrigendum/clarifications on this advertisement, if any, shall be published on the PLIL's website [www.plil.co.in](http://www.plil.co.in). Candidates are required to visit our website regularly.
11. All disputes/cases related to this recruitment process are subject to jurisdiction of Courts at Chandigarh only.
12. PLIL reserves the right to relax age/experience/qualification & other eligibility criteria in case of deserving candidates.
13. Age is relaxable in case of Ex-servicemen/Person with disability (PwD) candidates as per Govt. of India rules.
14. Appointment to the post is subject to the candidate being medically fit as per Rules and standards of Company. Appointment of selected candidates may also be subject to reference checks/police verification.
15. For any queries regarding this recruitment, please send E-mail to [plil.punjab@gmail.com](mailto:plil.punjab@gmail.com) or contact +91-7009968205 on all working days from 10 AM to 06 PM (Monday-Saturday).
16. The cut off time for close of interview will be 13.00 Hrs
17. Candidates can download the Application Form from PLIL's website [www.plil.co.in](http://www.plil.co.in).

[illegible]



15. Last/ Present Annual Cost to Company (CTC) : \_\_\_\_\_  
And, Last/ Present Pay Scale (if working in Govt./ Public Sector) : \_\_\_\_\_  
Type of Scale (CDA/IDA) : \_\_\_\_\_

16. List of Enclosed Copies of Certificates / Testimonials:

(i)	(vi)
(ii)	(vii)
(iii)	(viii)
(iv)	(ix)
(v)	(x)

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**DECLARATION:** I hereby declare that all statements made in this application are true, complete and correct to the best my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the advertisement, my candidature / appointment is liable to be cancelled / terminated at any time without any notice. I hereby agree that any legal proceeding in respect of matters or claims or disputes arising out of this application and / or out of said advertisement can be instituted by me in Courts under jurisdiction of Chandigarh.

Place: .....

Date: .....

Signature of the Candidate

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