



RATNAGIRI GAS AND POWER PVT. LTD.

(Subsidiary of NTPC Ltd..)

REQUIRED JOB SPECIFICATIONS:

RGPPL, A Subsidiary company of NTPC Ltd., is a State of Art 1967 MW combined Cycle Power Plant. RGPPL invites bright Company Secretary on Fixed term to be a part of its success story at their Office in New Delhi/Mumbai.

REQUIRED JOB SPECIFICATIONS:

S.N	Function	T O T A L	U R	S C	S T	O B C	E W S	Designation	Post Code	Qualification	Experience	Age Limit	Place of Posting
1	Co. Secretary	1	1	0	0	0	0	FTE- Co. Secretary	FTE/CS - 01	Qualified Company Secretary, i.e. associate member of the Institute of Company Secretaries of India.	2(Two) years of relevant post qualification executive experience in handling Board matters.	30 years or less as on 31/10/2024 (DD/MM/YYYY)	New Delhi Or Mumbai

- Post Qualification experience shall be counted from the date of acquiring the qualifying degree
- Reservation of PwBD Candidates as per Govt. Guidelines

General Terms and Conditions

1.0 Remuneration Package & Contract Period:

Pay	:	Consolidated Remuneration of Rs. 70,000 /- (Rupees Seventy Thousand only) per month. PF & Taxes will be as per applicable laws. Tenure of Engagement: - 03 years (extendable up to 02 years based on the requirement).
Other Benefits	:	Medical benefit is limited to Self, Spouse and Two children as per Company Rules as per company policy for E1 grade. GPAI & Group Insurance as per company policy
Place of posting	:	New Delhi or Mumbai

- 2.0 Only Indian Nationals are eligible to apply.
- 3.0 All qualifications should be from Universities / Institutions recognized and approved by Government of India.
- 4.0 In order to restrict the number of candidates to be called for interview and/or screening test, if so required, the Management reserves the right to raise the minimum eligibility standards/criteria as per requirement.
- 5.0 The mere fact that a candidate has submitted application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her the right to be definitely called for interview/ considered further for selection process.

- 6.0 Depending on the requirement, the Company reserves the right to cancel/restrict/curtail/enlarge the number of vacancies and recruitment process/criteria, if need so arises, without any further notice and without assigning any reason thereof.
- 7.0 Upper Age Limit: - 30 years as on 31/10/2024 (DD/MM/YYYY)
*Upper age limit is relaxed by 5 years for SC/ST candidates, by 3 years for OBC candidates, by 10 years for PwBD candidates. Relaxation of age to Ex-Serviceman will be as per Govt. guidelines.
- 8.0 Any proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in Mumbai and courts / tribunals / forums at Mumbai only shall have sole and exclusive jurisdiction to try any such cause / dispute.

In case of any ambiguity / dispute arises on account of interpretation in versions other than English, the English Versions will prevail.