



FACT RCF BUILDING PRODUCTS LTD

(A Joint venture of The Fertilisers & Chemicals Travancore Ltd & Rashtriya Chemicals & Fertilisers Ltd)
Factory & Admn Office: FACT Cochin Division campus, Ambalamedu.P.O, Kochi, Kerala,
Tel:484-2720003,Email: frbl@factltd.com, linarajhr@gmail.com,
website: www.frbl.co.in

VACANCY NOTIFICATION

Post: **Company Secretary**

Recruitment Notification No: FRBL/HR/Rect-2178 dated 02-02-2019

1. FACT RCF BUILDING PRODUCTS LIMITED (FRBL) Ambalamedu, Kochi, Kerala 682303- a joint venture company promoted by FERTILISERS AND CHEMICALS TRAVANCORE LTD (FACT) Kochi and RASTHTRIYA CHEMICALS & FERTILISERS LTD Mumbai, two Govt of India Enterprises - invites application from eligible candidates for the post of **Company Secretary** at its gypsum based rapid building walls manufacturing unit at Ambalamedu for a period of one year. The details regarding Qualification and experience are as follows.

2. **Essential Qualification:**

Associate / Fellow membership in Institute of Company Secretaries of India

3. **Experience:**

3.1 Minimum One - Two years post qualification experience as on 01-01-2019.

3.1.1 The candidates should have the experience in the area of Company Secretary Ship including the following areas.

3.1.2 Conducting meetings of Board of Directors, Annual General Meetings, etc as per Companies Act

3.1.3 Well Knowledge in Companies Act.

3.1.4 Preparation and submission of statutory report required by the management on timely basis.

3.1.5 Experience in handling several audits like Secretarial Audit and other Statutory Audit.

3.1.6 Candidates should be capable of Liaison with ROC and others.

3.1.7 Experience in preparation of Board Minutes.

3.1.8 Candidates with experience in Govt/ Public/ Private Organization/ Secretarial Firms may be considered for the post. However Article ship / Training done as part of completion of a course will not be considered as experience.

4. **Age:**

Maximum age limit is 35 years as on 01-01-2019.

5. **Role & Responsibilities of CS:**

5.1 Handling Secretarial Compliances.

5.2 Handling Registration as per Companies Act.

5.3 Maintain Minutes.

5.4 Submission of various statutory reports required by the Management on timely basis.

- 5.5 Preparation and Submission of various statutory returns to ROC under Companies Act.
5.6 Conducting Board Meetings.
5.7 Handling audits like Secretarial, Internal Audit, Statutory audit,
5.8 Liaison with ROC,
5.9 Perform major role in Management Information System(MIS).
5.10 Handling other statutory compliance as per companies Act and other Act.

6 Consolidated Pay:

Consolidated Pay will be Rs.35000/- to Rs.40000/-, depending upon experience.

- 6.1 EPF and other statutory benefits which are applicable.

7 Method of Selection:

Selection will be made based on Interview.

8 How to apply:

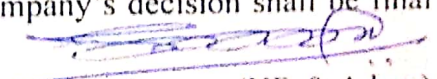
Candidate should visit FRBL website www.frbl.co.in, read the notification and instruction given therein and download the application form and filling it manually and submit.

- 8.1 Candidates should provide a valid Email id, mobile /contact number for further communications.
8.2 Last date for submitting Application : 19-02-2019 .
8.3 Applications on prescribed format along with true copies of certificates, mark list, experience, age proof, SSLC etc. may be forwarded to Manager (HR&ADMN) FRBL, Ambalamedu P.O .Kochi, 682303.

9 General:

All further notifications / modifications shall be published in our website, No individual correspondence will be made.

- 9.1 Appointment will be subject to the candidate being medically fit as per the standards prescribed for the post by the company. Every candidate who is offered appointment shall be required to obtain medical fitness certificate before being considered for appointment to the Services of the Company.
9.2 The decision of FRBL about the mode of selection, eligibility condition, short listing of candidates etc., shall be final and binding. No correspondence will be entertained in this regard. The company reserves the right to fill or not to fill the post without assigning any reason whatsoever.
9.3 The Company Reserves the right to debar/disqualify any candidate at any stage of selection proceedings for any reason whatsoever. The company's decision shall be final in this regard.


Manager (HR & Admn)

Ambalamedu
02-02-2019

