

KHANIJ BIDESH INDIA LTD

(A Joint Venture of NALCO, HCL & MECL)

Khanij Bidesh India Ltd. (KABIL) is a joint venture company of three Central Public Sector Enterprises namely, National Aluminium Company Ltd. (NALCO), Hindustan Copper Ltd. (HCL) and Mineral Exploration Company Ltd. The company was set up in 2019 with an objective to identify, explore, acquire, develop, mine, process, procure and sell strategic minerals outside India. The strategic and other minerals are intended to be supplied primarily to India to meet the domestic requirement due to its none or meager availability in the country and giving a big push to Make in India.

The Company is focusing on two prime critical and strategic mineral i.e. Lithium and Cobalt in the present context of Indian economy and linking it with creation of supply chain ecosystem in the country. The Company is actively engaged with Australia on G2G basis for identification and brownfield acquisition of lithium in that country. Similarly the Company is also engaged with Argentina and some other Latin American Countries where these two minerals are abundantly available.

The Authorized capital of the Company is Rs. 500 crore and paid-up capital is Rs. 100 crore.

With an eye to scale greater heights and carve a niche for itself, the company intends to engage a Company Secretary on contractual basis

A. Eligibility & Qualifications:

- i. Should be a member of the Institute of Company Secretaries of India with desired qualification of LLB.
- ii. Should not be more than 35 years of age.
- iii. Should have a minimum 4 to 5 years of post-qualification experience in any reputed organization.
- iv. Should have experience in handling different meetings, maintaining statutory books, including registers of members, directors, and secretaries, and shareholders with all their past and present shareholdings, organising Board meetings and Annual General Meetings (AGMs), preparing agendas and taking minutes, secretarial and compliance matters as per Companies Act, 2013 pertaining to a public company.
- v. Should have the ability and proficiency of interacting with Central Government, nominee Directors and Officials.

B. Tenure of engagement:

The tenure of engagement will be for 3 (Three) years, which can be extended further based on the performance for another two years.

C. Consolidate pay & emoluments:

- i. Consolidated pay of Rs 1,00,000/ p.m (with annual increment of 3% for completed year of service)
- ii. Additional amount of 35% of consolidated pay as other emoluments like newspaper, washing allowance, telephone/mobile expenses, etc.
- iii. Annual encashable leave of 30 days.
- iv. Casual leave – 12 days

- v. Medical reimbursement of Rs 2,000/- per month.
- vi. Lease accommodation limiting to Rs. 15,000/- p.m

D. Place of posting : Delhi NCR

PROCEDURE TO APPLY:

1. Interested candidates may apply giving details of post applied for, Name, Date of birth, Qualification, Experience, Curriculum Vitae, address for communication, valid email id & mobile number. The application along with hard copies of all relevant documents should reach General Manager(H&A)-R&P , Recruitment Cell, HRD Department, National Aluminium Company Limited, NALCO Bhawan, P/1, Nayapalli, Bhubaneswar -751013 on or before 24/11/2023.
2. Name of the post applied should be **superscripted** on the sealed envelope enclosing the hard copies of application along with relevant documents.
3. Applications should be only through post and in no case applications shall be received by hand.

SELECTION CRITERIA

1. The candidate would be shortlisted based on the profile, area of experience etc. and would be called for personal interview.
2. Based on their performance in the personal interview, the final selection shall be made.

GENERAL INSTRUCTIONS:

1. Only Indian nationals can apply.
2. All payments are subject to statutory deductions and applicable tax laws.
3. Canvassing for selection, in any form, will be a disqualification and ground for non-consideration.
4. All future correspondences shall be done through e-mail only.
5. Management is not responsible and obliged to accept any late applications due to any kind of postal delay.
6. Management reserves the right to alter the eligibility criteria, devise its own selection procedure and to cancel the advertisement and / or the selection process there under without assigning any reasons.

LAST DATE:

The last date of receipt of applications is **24/11/2023**, which is considered as cut-off date for calculation of age, experience etc.

==0==