



**MADRAS FERTILIZERS LIMITED**

(A Government of India Undertaking)

Post Bag No.2, Manali, Chennai 600 068

Telephone (044) 25945210 / 25945214 / 25945225

E-mail : hrsec@madrasfert.co.in

Madras Fertilizers Limited, (MFL), leading Public Sector Undertaking engaged in manufacturing & Marketing of Chemical Fertilizers & trading of Bio Fertilizers, Agrochemicals, Organic Manures & City Compost is looking for result-oriented talented person for the post of “*Company Secretary*” in *E5 Grade (Manager)*.

**A. AGE, QUALIFICATION AND IN LINE WORK-EXPERIENCE ELIGIBILITY CRITERIA**

Upper Age Limit (in Years)	2007 Pay Scale	No. of post	Educational Qualification	Post Qualification Experience
50 years (As of <b>May 23, 2022</b> )	(E5) Rs.32900-58000	1 (Unreserved)	An Associate / Fellow Membership in The Institute of Company Secretaries Of India (ICSI) along with graduate in any degree from the recognized Institutions/Universities  Candidates possessing Graduate Degree in Law (LLB) shall have added advantage.	Minimum 10 years post qualification experience as on <b>May 23, 2022</b> , out of which atleast 05 years' experience should be in Secretarial Department of CPSE / State PSE / Government Organisation / Autonomous Body / Statutory Body / Public Limited Company / Listed Company. Candidate should either be employed or practicing Company Secretary as of <b>May 23, 2022</b> .  Relevant post qualification experience means relevant work Experience in Company Secretarial set-up with good understanding & knowledge of Companies Act, Rules and Regulations, SCRA, SEBI, Competition Act, FEMA Act, Listing requirements, maintenance of statutory books / registers / records, etc. Memorandum and Articles of Association.  It also includes having good knowledge of process, procedures and formalities of Public issue / Right issue / Bonus issue / Split / Allotment of Shares & certificates thereon / listing of shares / dividend payment / monitoring activities of share transfer agents regarding share transfer / demat /etc.

## **B. DATE OF RECKONING ELIGIBILITY CRITERIA**

The cut-off date for determining eligibility criteria in respect of minimum educational qualification, post qualification in-line experience and age shall be **50 years (Upper Age) as of May 23, 2022** and will remain unchanged irrespective of any reason whatsoever.

## **C. HOW TO APPLY**

**Following are the Instructions :**

1. Before applying, candidates should ensure that they fulfill all the eligibility norms. Their registration will be provisional as their eligibility will be verified only in case they are shortlisted for selection. Candidature of a registered candidate is liable to be rejected at any stage of recruitment process or even after joining, if any information provided by the candidate is found to be false or not in conformity with the eligibility criteria at any stage.
2. Candidates fulfilling the prescribed eligibility criteria should **download the application form proforma** uploaded at MFL website: [www.madrasfert.co.in](http://www.madrasfert.co.in) Company Secretary - May 2022. **No other means/mode of application shall be accepted.**
3. Candidates are required to provide details regarding age, date of birth, qualification, division and percentage of marks obtained, year of passing and respective School/College/University, work experience including positions held, name of employers with address, nature of duties, period of service, scale of pay, salary/CTC (Cost to Company)/ salary drawn, and other requisite information/declaration.
4. The candidates should ensure that the details entered in application form are correct.
5. **Printed Application form**, duly filled in along with self-attested photo copies of the documents / certificates, as detailed at Attachment regarding age, educational qualification, post qualification in line with work experience, CTC proof, etc. should reach in a sealed envelope cover super-scribed with "Application for the post of **Company Secretary**" at the following address **on or before May 23, 2022.**

The General Manager - P & A (a/c)  
Madras Fertilizers Limited  
Manali, Chennai 600 068

### **ATTACHMENTS**

Self-attested photocopies of the following Documents / Certificates are to be enclosed.

- a. Age proof
  - b. Qualification (Membership Certificate of ICSI/ Degree Certificates and Consolidated / Semester-wise mark Statements, in support of Qualification)
  - c. Experience Certificates, from the present / previous employer(s)
  - d. Latest Pay Slip
6. The last date for receipt of completed application is **May 23, 2022**, unless extended and notified in MFL website.

#### **D. METHOD OF SELECTION**

1. Candidates meeting the eligibility criteria will be provisionally shortlisted and called for personal interview.
2. Candidates are required to qualify in the Personal Interview separately with minimum average of 50% marks in Interview. Selection shall be made according to the merit drawn on the basis of performance of shortlisted candidates in the interview process.
3. In case, total marks (upto two decimals) of two or more candidates after personal interview are same, percentage of marks in the qualifying examination would be considered for drawing the merit list. In case of percentage of marks (upto two decimals) are also equal in the qualifying examination, the date of birth of the candidates will be considered for preparing merit list i.e. the candidate born earlier will be considered as senior in the merit list.
4. It may be noted that candidates will be called for personal interview provisionally on the basis of information submitted by them in application form and their candidature will be considered vis-à-vis eligibility criteria for the post applied for as mentioned in the advertisement. **Candidates not meeting the eligibility criteria or not in possession of complete requisite documents will not be allowed to attend the personal interview.** Further, no queries shall be entertained in this regard.

#### **E. PAY & PERKS**

Selected candidate will be placed at the minimum Basic Pay in Pay scale indicated for the post. Besides Basic Pay, candidate will also be paid Industrial Dearness Allowance, House Rent Allowance and other eligible allowances per DPE guidelines.

#### **F. GENERAL INSTRUCTIONS:**

1. Only Indian National should apply.
2. Candidates are advised to go through the advertisement carefully and ascertain their eligibility before submitting their applications.
3. While applying the candidates should mention their full name as it appears on the matriculation school certificate. Certificate issued by a Board of Secondary Education for passing Matriculation shall be the only acceptable document in support of proof of age.
4. All qualifications should be recognized by Indian University / appropriate statutory authority of Government of India.
5. No claim of possession of a qualification equivalent to a prescribed qualification would be entertained and decision of MFL in this regard would be final and binding.
6. Candidate's work experience would be counted only in case he/she is regularized in the same Company.
7. Candidates employed in Central/State Government/Quasi-Government/Public Sector Undertakings/Autonomous Bodies shall forward their application through Proper Channel and **shall produce No Objection Certificate (NOC) from their present employer at the time of interview** failing which they will not be allowed to appear in the interview.

8. No claim of experience in the pay scale equivalent to a requisite pay scale would be entertained and decision of MFL in this regard would be final and binding.
9. Qualification prescribed for the advertised post should be obtained by passing the required qualification in the order of studies i.e. 10+2 pattern.
10. The candidature of all applicants would be provisional and subject to subsequent verification of certificates/testimonials etc.
11. The appointment of selected candidate will be subject to being found medically fit, as per prescribed health standards of the Company and will be required to undergo medical examination by the Industrial Medical Officer of the Company, prior to be appointed after due selection.
12. The applications may also be liable to be rejected if the same is found to be not in the prescribed format or received without copies of necessary documents / proof to clearly establish his / her eligibility, received after the due date.
13. The decision of MFL about the mode of selection, eligibility condition, shortlisting of candidates for interview etc., shall be final and binding. No correspondence will be entertained in this regard. Any canvassing directly or indirectly by the applicant will disqualify his / her candidature.
14. Mere fulfilling the minimum requirement of qualification and experience will not vest any right on the candidates to be called for interview. MFL reserves the right to shortlist the candidates.
15. Mere admission to the selection process does not imply that MFL is satisfied about candidate's eligibility. The candidates should ensure that the details mentioned in the application form are correct and are in conformity with the eligibility criteria for the post applied for, as mentioned in the advertisement. In case, it is detected that a candidate does not fulfill any of the advertised eligibility criteria or has given false declaration or suppressed any material fact or information having any bearing on his candidature, he/she shall render himself/herself ineligible for consideration at any stage of selection and for termination at any time during employment, if recruited.
16. Candidates in their application form have to necessarily declare and provide details in case he/she has been arrested, prosecuted, kept under detention or fined, FIR filed in any Police Station, convicted by the Court of Law for any offence debarred / disqualified by any Public Service Commission from appearing in its examination or if proceedings are pending against him in any Court of Law.
17. Further, MFL reserves the right to cancel/restrict/enlarge/modify the recruitment/ selection process of advertised post without any further notice or assigning any reasons whatsoever, if need so arises.
18. ***Any corrigendum in respect of this advertisement shall be displayed only in MFL's website [www.madrasfert.co.in](http://www.madrasfert.co.in) and no separate advertisement will be issued. Hence prospective applicants are advised to visit MFL website regularly for latest update with regard to this advertisement.***
19. Only short listed candidates who are found eligible based on the application submitted will be called for participating in the Selection Process. In case the applicant does not receive any communication within 90 days from the date of publication of this advertisement, it may be presumed that he/she has not been short listed for the Selection Process. Candidates are advised to regularly visit MFL website [www.madrasfert.co.in](http://www.madrasfert.co.in) for the updated information on the selection process.
20. Shortlisted candidates will be intimated through post or e-mail. However, MFL will not be responsible for any delay or non-delivery of intimation sent through post or e-mail, as the case may be.
21. All future information/communication regarding participating in the selection process shall be provided through e-mail/SMS to the candidates, found prima-facie eligible, based on the information submitted by them in their application form.

Responsibility of receiving and downloading of information/communication, etc. will be of the candidate. MFL will not be responsible for any delay in communication/inactiveness of the E-mail ID, loss of email sent due to invalid/wrong Email ID submitted by the candidate in application form and no correspondence in this regard shall be entertained.

22. Details once submitted in the application form will be final and any request for any change including change in correspondence address/email address/mobile number/category shall not be entertained. Candidates are, therefore, advised to carefully fill up their application form.
23. Court of jurisdiction for any dispute pertaining to any issue arising out of this recruitment process will be at Chennai only.
24. Canvassing in any form at any stage (including before or after selection / joining) shall be considered as disqualification for employment in the Company.

#### **25. IMPORTANT DETAILS**

- Cut-off date of reckoning eligibility shall remain **May 23, 2022**
- Last date of receipt of printed form of duly filled-in application form along with requisite self- attested copies of the documents / certificates is **May 23, 2022** unless extended and notified on MFL's website.

#### **G.. EXECUTION OF BOND FOR THREE YEARS**

The selected candidate for the said post is required to serve MFL for a period of minimum three years from the date of appointment and a Service Agreement to be executed in this regard. In the event of leaving MFL before the said period, he / she is liable to pay a sum of **Rs.3 lakhs** to MFL before getting relieved from MFL.

#### **Note:**

1. Please do not send any original certificates along with the Application Form. Original certificates are to be produced only at the time of interview.



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**APPLICATION FOR EMPLOYMENT**

TO PASTE LATEST  
COLOUR PASSPORT  
SIZE PHOTOGRAPH

Post applied for : **COMPANY SECRETARY**

**May 2022**

1. Name :	2. Father's Name :
3. Date of birth and age :	4. Place of Birth :
5. Gender / Nationality / Religion:	6. Home town :
7. Present Address :	8. Permanent Address:
9. Present Telephone Nos. Office : Res. : Mobile : e-mail :	

**12. Educational Qualification (starting from SSLC / 10<sup>th</sup> Standard onwards):**

S.No.	Name of the Institution	Qualification acquired	Duration of Course		Year of Passing	Class / Division (% of marks)	Main field of study
			From	To			

**13. Details of Experience - S**

**Starting from present position :**

S.No	Employer's Name & Address	Period of employment (Month & Year)		Post Held	Scale of Pay	Duties & Responsibilities
		From	To			

14. Details of last pay drawn:

1. Basic Pay : Rs.

2. Dearness Allowance : Rs.

3. HRA : Rs.

4. Others : Rs.

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Total : Rs.

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I certify that the statements / documents furnished by me are true, complete and correct to the best of my knowledge and belief.

Date:

Signature: \_\_\_\_\_