



# GUJARAT METRO RAIL CORPORATION (GMRC) LIMITED

(SPV of Govt. of India & Govt. of Gujarat)

Advt. No. GMRC/HR/RECT./ACS/Mar-2025/16

Date: 5<sup>th</sup> March, 2025

## **RECRUITMENT NOTIFICATION FOR APPOINTMENT OF ASSISTANT COMPANY SECRETARY (SR. EXECUTIVE LEVEL) ON CONTRACT BASIS**

Gujarat Metro Rail Corporation (GMRC) Limited, a 50:50 Special Purpose Vehicle (SPV) jointly owned by Government of India and Government of Gujarat is entrusted with the responsibility of implementation of Ahmedabad Metro Rail Project Phase-I, Phase-II and Surat Phase-I and its Operations & Maintenance.

**GMRCCL invites applications from qualified and experienced candidates for the following post on “Contract” on standard terms & conditions of the Organization.**

<b>Name of Posts</b>	<b>Assistant Company Secretary (Sr. Executive Level)</b>
<b>No. of post</b>	<b>1 no.</b>
<b>Remuneration</b>	<b>For Contract:</b> ₹ 35000-110000 (IDA Pattern) along with other allowances /perks /privileges as applicable for the post as per GMRCCL. Approx. CTC 10.07 Lakhs
<b>Duration of Appointment</b>	The appointment will be on Contract basis, for a period of 3 years, extendable to 5 years, based on performance.
<b>Required Education Qualification</b>	Candidates must be qualified Company Secretaries (CS) and a Member of the Institute of Company Secretaries of India (ICSI), New Delhi.  Preference will be given to candidates having LLB/LLM additional qualification.
<b>Relevant Work Experience</b>	Minimum <b>03</b> years of post-qualification experience (excluding training period) in the Company Secretarial Department of a Central Public Sector Enterprise, State Public Sector Enterprise, Public Limited Company, or a Large private limited company or a Reputed Practicing Company Secretary Firms catering to large scale corporate clients. The candidate should possess a thorough understanding about compliance management of large scale Public Unlisted Company under Companies Act, 2013 along with applicable rules, regulations and standards along with other corporate laws applicable to the organization.  <b><u>Desired skill set from the candidate:</u></b> <ul style="list-style-type: none"><li>• Preparing Annual Report including Board Report and annexures, Corporate Governance Report, etc.</li><li>• Filing necessary forms and returns with ROC including XBRL forms.</li><li>• Maintaining statutory books and records required under the Companies Act, Secretarial Standards, preparing notices, agenda and minutes.</li><li>• coordinating and communicating with the Board, Board Committees, Senior Management and Shareholders and Facilitating and organizing Meetings of the Board, Committees and Shareholders, Postal Ballots;</li><li>• Liaising with statutory regulations Governments authorities and other authorities;</li></ul>

	<ul style="list-style-type: none"> <li>• Sound knowledge with respect to the Companies Act and rules, Secretarial Standards and other applicable legislations, rules and regulations.</li> <li>• Interpersonal skills and the ability to work well with people at all levels</li> <li>• Good verbal and written business communication skills as well as legal drafting in English as well as local vernacular language.</li> <li>• Attention to detail and a well-organized approach to work</li> <li>• Ability to work under pressure and tight timelines.</li> <li>• A effective team player</li> <li>• The capability to work with numerical information, plus analytical and problem-solving skills.</li> <li>• Impeccable Integrity when handling confidential information</li> <li>• A sound grasps of corporate governance matters.</li> </ul> <p>The candidate should be familiar with working in a computerized environment. Practical experience with relevant computer applications related to the job is desirable.</p>
<b>Max. Age</b>	28 years for applying on contract.

## **1. GENERAL CONDITIONS**

- i. The number of posts indicated above may vary based on further assessment of requirement.
- ii. Apart from the pay, other benefits will also be paid as per the Company Policy.
- iii. Candidate working in PSU/Boards/Organization of Government/Metro Rail Corporations should submit NOC along with last 3 years APAR of present/previous organization with application on or before the date of interview.
- iv. Age limit will not be applicable to GMRCL employees. However, age relaxation will not apply to officials re-employed in GMRCL after superannuation.
- v. Retirement age for employees appointed on contract basis is 60 years.
- vi. Candidates after selection are likely to be posted at Ahmedabad / Gandhinagar/ Surat or any other projects of GMRC, anywhere in Gujarat. For IDA/CDA scale employees-the % of HRA may vary according to the place of posting as per Government guidelines and as per company policy.
- vii. The selected candidates will be extended medical coverage and personal accident insurance coverage apart from other entitlements as per governing policies of the GMRCL.
- viii. Candidates from private organization should submit copy of their CTC breakup as a proof with Form – 16 at the time of online application. For candidates from Private organization, Form - 16 shall be considered for arriving the current CTC. Without CTC break up (Form – 16), applications will not be considered for the position applied.  
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Candidates from private organizations must submit a copy of their CTC breakup along with Form 16 at the time of online application. For these candidates, Form 16 will be used to determine the current CTC. Applications submitted without the CTC breakup (Form 16) will not be considered for the position.
- ix. Prescribed qualifications are the minimum requirements and mere possession of the same does not entitle candidates to be called for interview.
- x. The experience is post qualification and the minimum required. Mere possession of minimum experience does not confer any right for interview /selection.
- xi. Any canvassing by or on behalf of the candidates or to bring political or other outside influence regard to selection/appointment shall be a disqualification.

- xii. Age Limits and Experience will be reckoned as on 5<sup>th</sup> March, 2025.
- xiii. Acceptance or rejection of application of the candidates will be the sole discretion of the Management. Incomplete applications are liable to be rejected.
- xiv. GMRCL management reserves the right to cancel or amend this advertisement.
- xv. GMRC reserves the right to offer a grade lower than that which was applied for by the candidates.
- xvi. Any corrigendum/ addendum to this advertisement will be displayed only on the Company's website. Applicants are requested to visit the website from time to time for all updates.
- xvii. Any candidate found guilty of impersonation or submitting fabricated documents or making statements, which are false, incorrect or indulging in suppression of facts, attempts to use unfair means for the purpose of recruitment, will be liable for rejection.
- xviii. The selected candidate shall have to indicate his/her acceptance to the offer within three working days from the receipt of offer, if not; next candidate in order of merit will be offered the appointment on similar lines. However, the Competent Authority may grant such extension of time depending upon the exigencies, if so requested.
- xix. GMRC shall not be liable for any damage / injury / loss to the individual, if any, sustained during the entire recruitment process and journey.
- xx. Management reserves the right to assess fitness or otherwise of the candidates selected.
- xxi. Original Documents in support of qualification and relevant experience shall be shown and photocopies of the same to be submitted along with the Resume at the time of interview.

## **2. SELECTION PROCESS**

- i. Based on eligibility, candidates meeting the criteria will be called for interview.
- ii. The Venue, Date and Time of Interview will be informed in advance.
- iii. Any request for a change in date or venue shall not be entertained.
- iv. The document verification of candidates shall be done before the Interview. The candidates are required to carry their original certificates to facilitate the document verification, failing which the candidate shall not be allowed to attend the Interview.

## **3. HOW TO APPLY**

Candidates should thoroughly check their age, educational qualifications, experience, and other requirements to confirm their eligibility before applying. Candidates fulfilling the above eligibility norms may apply through on-line application process at "Careers" section on website <http://www.gujaratmetrorail.com>. Only on-line application and no other means/ mode of the applications shall be accepted.

Candidates should take utmost care to furnish the correct details while filling in the on- line application. You can edit the information before submission. Once the form is submitted, it can't be edited.

The step by step process for submitting the application form for the same is given below :

Step - I : Register on the portal using basic details such as Name, DOB, category, Mobile number and email ID etc.

Step - II : Your passcode will be sent on the email id provided during registration. Login using credentials.

Step - III : Select the position for which you are applying

Step - IV : Fill in the on-line application with relevant details latest to earliest

Step - V : Complete the Application form

Step - VI : Make payment ( if applicable)

Step - VII : Check the entered details using "preview" option available

Step - VIII : Submit the form after verifying all the information

**Documents to be uploaded:**

- a. **Detailed curriculum vitae**
- b. **Proof of age: Matriculation/Birth Certificate**
- c. Documents related to essential qualification ( Pass certificate & Mark sheets, mode, duration along with specialization).
- d. Experience certificate & relieving letter of previous organization.
- e. Appointment letter & last 3 months payslip of current organization. Documentary evidence for annual CTC such as Form 16, Pay slips for last 12 months, certificate from employer etc. ( in case of candidates from private Sector). No objection Certificate of present employer and last 5 years Annual Performance Appraisal Report (APAR) of present/previous organizations, in case applicants are working in Govt./PSUs.
- f. The scanned copy all supporting documents should be uploaded along with the application form, failing which the application will be treated as incomplete. Non- submission of documents along with the Resume, will lead to rejection of candidature at any stage during the process of recruitment.

**The last date of submission of online application is 25<sup>th</sup> March, 2025.**

**4. TIME & DATE OF INTERVIEW**

Call letters for interviews will be issued to shortlisted applicants indicating the Time, Date and Venue of the Interview through registered email.

**S/d**  
**Sr. Dy. General Manager (HR)**