



TAMIL NADU SALT CORPORATION LIMITED

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www.tnsalt.com

RECRUITMENT NOTIFICATION FOR COMPANY SECRETARY ON CONSOLIDATED PAY

Notification No. 1/2024

Date: 6.3.2024

Applications are invited from eligible Company Secretary professionals who wish to join on consolidated pay in Tamil Nadu Salt Corporation Limited (TNSC), Government of Tamil Nadu Enterprise for the post of **"Company Secretary"** (Whole time Employment).

2. TNSC is one of the largest producers of Salt in Tamil Nadu. TNSC has its Registered Office located in Chennai and salt Pans & Refinery plant located at Mariyur Valinokkam, Ramanathapuram District. TNSC produces industrial grade salt, crystal iodised salt, refined free-flow iodised salt and double fortified salt.

3. VACANCY

S.No	Post	No of post(s)	Total Remuneration per mensem (consolidated pay*) Rs.
1	Company Secretary	1	80,000/- to 100,000/- p.m. (Negotiable)

* the above Pay is subject to statutory deduction viz. TDS, income tax etc.,

4. REQUIRED QUALIFICATIONS & EXPERIENCE

1	Company Secretary	<p>Graduate with qualified Associate Company Secretary (A.C.S.) of ICSI, New Delhi.</p> <p>Experience: Minimum three years of post qualification (A.C.S.) relevant experience in the Secretarial functions, with experiences in key roles in a manufacturing industry. Candidates with work experience of legal and HRM roles will be added advantage and they will be given preference.</p>
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5. Knowledge of English and business communication skills; basic computer knowledge are mandatory.

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The consolidated pay and allowances if any, for the services shall be as per the rules of TNSC only. **No comparison, with any of the other PSUs/organisations, in the matters of consolidated pay and /or allowances shall be entertained** at any point of time. Apart from pay as above, applicable allowances if any shall be provided only with the prior approval of MD. TDS and other statutory deductions are applicable as per Government rules.

6. Role, functions & Job responsibilities of Company Secretary

The Duties and responsibilities shall be as per the provisions of the Companies Act, 2013 and all the functions as mentioned in the Section 205 of the Companies Act, 2013 especially the following:

1. Convening of Board meetings and attend the meetings of Board, Committee and Annual General Meetings & Extraordinary General Meetings and maintain the minutes there for. To assist the Board in the conduct of the affairs of the Corporation.
2. Representing before the various regulators and other authorities in connection with discharge of various duties.
3. Attending to all works connected with (RTI) Right to Information Act, 2005 as Public Information Officer (PIO).
4. All works relating to the Transparency in Tamil Nadu Tender Act 1998 and its Rules 2000.
5. Coordinating with the Comptroller and Auditor General (CAG) office for the purpose of obtaining CAG report on the audited annual accounts of the TNSC.
6. Sending the intimation of Notice(s) of Board, AGM, EGM to the Directors, Members and Statutory Auditors as per the instructions of Management.
7. Maintaining of Minutes and Statutory Records, Registers of the TNSC as required under the provisions of the Companies Law.
8. Filing of various documents, returns with the MCA Authorities as required under the provisions of the Companies Law. Ensuring that all the required statutory forms are filed with ROC. Filing of copies of special resolutions wherever necessary in prescribed form with the ROC.
9. Compliance of the provisions of Companies Law and rules made there under and other Statutes and bye-laws of the Corporation.
10. To comply with the requirements of the Allotment, issuance and transfer of Share Certificates to Members cum Directors;
11. To ensure that business of the TNSC is conducted in accordance with the objects as contained in its Memorandum of Association.
12. To ensure that affairs of the company are managed in accordance with its objects contained in the Articles of association and the provisions of the Companies Law.
13. To prepare, approve, sign and seal the Forms, Returns (monthly & annually) and other official documents, agreements on behalf of TNSC under the provisions of Companies Act, ESI, EPF, Service Tax Act etc.

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14.To assist the TNSC's advocates & other(s), in respect of the legal matters as may be required. To liaise and engage legal advisors and defend the rights of the company in Courts of Law.

The above Job responsibilities are indicative and not exhaustive and will vary as per the directions of MD.

7. APPLICATION:

- a) The aspiring candidates may apply up **to 25.3.2024, 5 p.m.**, in the prescribed format as given in the Annexure I to this Notification.
- b)** The completed applications shall be super scribed as "Application for the post of "Company Secretary".

8. Recruitment will be based on interview in Chennai.

9. GENERAL INFORMATION:

- a) The appointment is only on contract basis for period of three years and renewable at the discretion of the management.
- b) The contractual appointment shall continue only on successful completion of the first year.
- c) After completion of two years of contract of service, management may at its sole discretion consider to extend the contract of service or otherwise, without any reason whatsoever.
- d) Only Indian Nationals are eligible to apply.
- e) While appearing for the interview, the candidate should produce all the required and valid original certificates, documents prescribed below. In the absence of original certificates, documents, the candidature shall be cancelled. TNSC takes no responsibility to receive/collect any application, certificate, remittances, documents sent in this regard.
- f) Certificate of physical fitness: Candidates selected for appointment to the post will be required to produce a certificate of physical fitness from the Medical Officer of rank as stipulated by TNSC.
- g) Correct and true information regarding arrest, convictions / debarment / disqualification by any recruiting agency, criminal or any disciplinary proceedings initiated or finalized, participated in agitation or any Political Organisation, candidature in election for parliament / State Legislature / Local Bodies, etc., if any, should also be furnished to the TNSC at the time of application, i.e., the details thereof. original of the judgement of Acquittals, order / or G. O. dropping further action in Departmental proceedings or any document that may prove the suitability of such candidates for a Government appointment in such cases must be produced at the stage/time of certificate verification / interview.
- h) Applications containing wrong claims relating to basic qualification / eligibility age / category of reservation / educational qualification will be liable for rejection.
- i) Words of masculine gender in these instructions should wherever the context so requires be taken to include everyone.

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10. LIST OF ORIGINAL DOCUMENTS TO BE PRODUCED AT THE TIME OF INTERVIEW (AS APPLICABLE):

- a) Proof of date of birth (Birth Certificate issued by the competent Municipal authorities or SSLC/X std. with DOB)
- b) Original Photo identity proof (with the photo of the candidate clearly visible) issued by the competent authority viz., Aadhar Card / Passport / Electors Voter Photo ID Card or Driving license. No other ID cards will be accepted.
- c) Original mark-sheets & Certificate or 10th Std/HSC/Graduation and qualifying degree examination, ACS etc.
- d) Original Transfer Certificate of the last course completed.
- e) Original Community Certificate issued by the competent authority of Government of Tamil Nadu for all candidates other than those applying under General Category.
- f) Experience certificate.
- g) Any other relevant documents in support of eligibility or evidence of past work (write-up etc).

Note: Non submission of requisite certificate/ documents by the candidate at the time of interview will debar his/her candidature from further participation in the recruitment process. Issuance of offer of appointment lies solely at the discretion of TNSC and the decision of Managing Director will be final and binding.

11. OTHER INSTRUCTIONS:

- a) Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this notification. Candidates are therefore advised to carefully read this notification and follow all the instructions given.
- b) A candidate's admission to the examination/ interview and subsequent processes is strictly provisional. The mere fact that the call letter(s)/provisional allotment has been issued to the candidate does not imply that his/her candidature has been finally cleared by the TNSC. TNSC would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected as any stage that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false/ information/ certificate / documents or has suppressed any material fact(s). If candidature of any candidate is rejected for any reason according to the terms and conditions of this notification, no further representation in this regard will be entertained. If any of these shortcoming(s) is/are detected after appointment in TNSC, his/her services are liable to be summarily terminated.
- c) Decision of TNSC in all matters regarding eligibility of the candidate for contract of service, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of conduct of examination, interview, verification etc. and any other matter relating to Recruitment Process will be final and binding on the candidate. No correspondence and personal enquires shall be entertained by TNSC in this behalf.

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- d) Any dispute arising out of the notification including the recruitment process shall be subject to the sole jurisdiction of the Courts situated in Chennai.
- e) Any canvassing or creating influence for undue advantage shall lead to disqualification from the Recruitment Process
- f) Any request for change of address, details mentioned in the submitted application will not be entertained subsequently.
- g) A recent recognizable photograph MUST be submitted by the candidate and the candidate should ensure that copies of the same are retained for use at various stages of the process. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.
- h) Candidates will have to appear for the examination/ interview at their own expense.
- i) Appointment of selected candidates is subject to his/her being declared medically fit and as per other requirements of TNSC as mentioned in this notification and subject to service and conduct rules of TNSC, as decided by the MD or Board.
- j) TNSC reserves the right to reschedule/ change and cancel/modify/add any of the criteria for the conduct of interview method of selection etc.
- k) The applicant shall enter valid and functional mobile number and email ID. Intimations will be sent to the applicants **at the address** mentioned in the application form.
- l) Appropriate action against the candidates found guilty of misconduct/ use of unfair means will be taken as per the norms of the TNSC.
- m) TNSC shall not be responsible if the information /intimation do not reach candidates in case of change in the mobile number, technical fault or otherwise, beyond the control of the TNSC.
- n) TNSC reserves the right to alter the consolidated pay / qualifications for said post, as may be deemed fit in this regard.

12. ANNOUNCEMENTS:

Further announcements/details pertaining to this application process will only be published in the authorised website **www.tnsalt.com** from time to time no individual communication will be entertained.

Date: 6.3.2024
Place: Chennai-2

**Managing Director
TNSC**

Annexure I
(Filled in and signed application shall be send to the Registered office)

TAMIL NADU SALT CORPORATION LIMITED Recruitment Notification: 1/2024 dated 6.3.2024		
FOR OFFICE USE ONLY		
DATE OF RECEIPT:		
APPLICATION NO.:		
Application for the post of Company Secretary (on consolidated pay)		
S. No	Details	
1	Name	
2	Gender	
3	Date of Birth	
4	Age as on 1.3.2024	
5	Father's Name	
6	Mobile number	
7	E-mail	
8	Nationality	
9	Religion	
10	Community (SC/BC/MBC/OC)	
11	Address for communication	
12	Permanent address	

17	Educational Qualifications:					
	Qualification	Year of Completion	% of marks	Institution	Board / University	State
	10 th / Matriculation					
	HSC / equivalent					
	UG Degree (mention the Degree obtained)					
	PG Degree (mention the Degree obtained)					
	Professional qualification(s) ACS					
	Other qualifications if any					
18	Other skills / certifications, if any					
19	Awards, Accolades, etc.,					
20	Languages known					
		to read				
		to write				
21	Work experience					
	Name of the organisation	Designation	From	To	Remuneration per annum in Rs.	
	Attach a brief note as an enclosure, on the responsibilities handled, extra-ordinary achievements, if any, in your previous jobs					

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22	Details and contacts of reference persons, if any	
23	Hobbies	
24	Extra-curricular activities	
<p>Terms and Conditions:</p> <p>a) I have understood that the appointment is only on consolidate pay for a period of three years, subject fulfilment of terms & conditions.</p> <p>b) I have also read and understood all the terms and conditions mentioned in the notification.</p> <p>c) All the information provided by me are true to the best of my knowledge.</p> <p>d) I am aware that if any of the information provided by me is found to be incorrect, my application and the service shall be rejected/terminated without any notice.</p> <p>e) I have enclosed a write-up as mentioned in points 17 and 21 above.</p> <p>f) I have enclosed one of the following as ID proof – Aadhar / Voter ID (EPIC)/ Passport / Driving License (tick the applicable one) bearing ID No. _____</p>		
<p align="center">Recent passport size colour photograph</p>		<p align="center">Signature of the applicant</p>
<p>Date:</p>		<p>Place:</p>

Note: Filled in and signed application form along with necessary enclosures shall be sent to the Managing Director, Tamil Nadu Salt Corporation Limited, 735 Anna Salai, LLA Building, 4th Floor, Chennai-2 on or before the due date at your risk and non receipt of the same, the TNSC will not be held responsible.
