

**Delhi State Industrial & Infrastructure Development Corp. Ltd.**

**Draft Recruitment Rules, 2014 (amended on 22.01.2019)**

**Company Secretary**

Name of the Post.	Number of posts	Classification	Pay band and grade pay or pay scale	Whether selection posts or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in case of promotion	Period of probation, if any.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various method.	In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made.	If a departmental promotion Committee exists, what is its composition.	Circumstances in which Corporation is to be consulted in making recruitment.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
<b>Company Secretary</b>	*1 (2014)  * Subject to variation dependant on workload	Group 'A'	Pay band-3, Rs. 15600-39100+Rs. 7600/-(Grade Pay)	Not Applicable	Upto 50 Years.  <b>Note: 1</b> Relaxable upto 5 years for employees of the Government of NCT of Delhi in accordance with the instructions or orders issued by the DoPT.  <b>Note: 2</b> The Crucial date for determining the age limit shall be the closing date receipt of applications from candidates in	<b>Qualification:</b> (i) Bachelor's Degree from a recognized University/Institute with minimum 60% marks. (ii) Should have passed Company secretary-ship examination held by the Institutes of Company Secretary of India. (iii) 10 years experience in the secretarial work in a well reputed Company out of which 5 years should be in a responsible secretarial position.	Not Applicable	2 Years.  <b>Note:</b> On completion of the probation or any extension thereof, officers shall if considered fit may be confirmed against the post, if not already confirmed in the entry grade.	100% by Direct Recruitment failing which by deputation basis.  <b>Note:</b> Vacancies caused by the incumbent being away on transfer on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on transfer on deputation bases from the officers of Central/State Government/PSUs/Autonomous Organization or equivalent cadre of the Government of NCT of Delhi.	<b>Deputation:</b> (a) (i) Holding analogous Post on regular basis in parent cadre or department in any of the Central/State Government/PSUs/Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi.  (b) Possessing the following qualifications:  (i) Bachelor's Degree from a recognized University/Institute with minimum 60% marks.  (ii) Should have passed Company secretary-ship examination held by the Institutes of Company Secretary of India.  (iii) 10 years experience in the secretarial work in a well reputed Company out of which 5 years should be in a responsible secretarial position.	<b>For Confirmation</b> 1. Managing Director 2. Commissioner of Industries, Government of NCT of Delhi. 3. Executive Director, DSIIDC 4. Financial Adviser 5. General Manager (Concerned)	Consultation with Board of Director is not necessary.

					<p>India. (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&amp;K State, Lahaul and Spiti district and Panaji sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Island or Lakshadweep ).</p>	<p><b>Note:1</b> Qualifications are relaxable at the discretion of Board/CMD in case of candidates otherwise well qualified.</p> <p><b>Note:2</b> The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidate belonging to Scheduled casts and Scheduled Tribes if at any stage of selection the Competent Authority is of the opinion that sufficient number of the candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>			<p><b>Note:</b> The incumbent on deputation can be considered for absorption after completion of satisfactory service of 5 years.</p>	<p><b>Absorption:</b> The incumbent on deputation can be considered for absorption after completion of satisfactory service of 5 years on assessment on case to case basis.</p> <p><b>Note1:</b> Period of deputation(Including short term contract) in another post held immediately preceding this appointment in the same or some other organization or any department of Government of NCT of Delhi shall ordinarily not to exceed four years.</p> <p><b>Note 2:</b> The maximum age limit for appointment by deputation (including short term contract) shall not exceeding 56 years as on closing date of receipt of applications.</p> <p><b>Note 3:</b> For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2006 or the date from which the revised pay structure based on the recommendations of the 6<sup>th</sup> Central Pay Commission has been extended, shall be deemed to be the service rendered in the corresponding grade pay or pay scale extended based on the said pay commission, except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>		
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