

UTKARSHA ALUMINIUM DHATU NIGAM LIMITED
(A Joint Venture of NALCO & MIDHANI)

EMPLOYMENT NOTIFICATION

UTKARSHA ALUMINIUM DHATU NIGAM LIMITED is a Non-Government Company incorporated under Companies Act, 2013. The Company is setting up a high end Aluminium plant at Nellore District of Andhra Pradesh at an estimated project cost of Rs. 4,500 crores. The Company is promoted by NALCO, MIDHANI, Financial Institutions etc.

NAME OF THE POST: COMPANY SECRETARY ON FIXED TERM CONTRACT

Sl. No.	Name of the Post	No. of Posts	Type of Recruitment	Qualification & Experience	Consolidated Pay*	Upper Age Limit as on the date of Advt.	Period of Engagement
1	Company Secretary	1	Fixed Term Contract	Qualification: Graduate with membership of Institute of Company Secretaries of India (ICSI) Experience: Minimum 3 years post qualification experience in handling different meetings, secretarial and compliance matters as per Companies Act, 2013 pertaining to public company.	Rs. 70,000/- per month	35 years	3 yrs and extendable by another 2 yrs based on requirement

*Other benefits such as PF, ESI/Medical, etc. will be as per rules based on the decision of the Management.

PROCEDURE TO APPLY:

Interested candidates may apply in the prescribed format (available at http://midhani-india.in/department_hrd/career-at-midhani/) giving details of the post applied for, Name, Date of birth, Qualification, Experience (detailed summary of the projects/work undertaken should be mentioned), Curriculum Vitae, address for communication, valid email id, mobile number etc. The application along with hard copies of all relevant documents (in support of age, educational qualifications, experience, category, pay scale etc.) should be sent by post to reach **Shri Deepak Parthasarathy, Asst. Mgr (HR), Mishra Dhatu Nigam Ltd, P.O. Kancharbagh, Hyderabad - 500058, Telangana on or before 26th Dec 2019.** The cut off date for all requisite parameters is **27th Nov 2019.** It is made clear that canvassing for selection, in any form, will be a disqualification and ground for non-consideration. The post is on contract basis only and does not provide any claim for permanent absorption. 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. Decision of Management/Selection Committee regarding selection will be final.

Advt. No.: UADNL/2019/03

Date: 27.11.2019