

**SALIENT TERMS & CONDITIONS FOR APPOINTMENT OF COMPANY SECRETARY**  
**IN BDRCL Dated 13.01.2026**

<b>1</b>	<b>Name of Post</b>	Company Secretary- E-2 Grade
<b>2</b>	<b>No. of Posts</b>	01
<b>3</b>	<b>Location</b>	New Delhi
<b>4</b>	<b>Educational Qualification</b>	<ul style="list-style-type: none"> <li>• Graduate from Recognized University</li> <li>• Should be an Associate Member of the Institute of Company Secretary of India.</li> </ul>
<b>5</b>	<b>Desirable</b>	Additional Qualification of LLB/ MBA/ CA
<b>6</b>	<b>Experience</b>	Post Qualification, minimum 4 years as Company Secretary preferably in CPSE/ Government Public Limited Company.
<b>7</b>	<b>Age Limit</b>	Maximum 35 Years as on the date of vacancy notification
<b>8</b>	<b>Nature of Employment</b>	Regular in E-2 Grade in IDA scale of Rs.50,000/- to Rs.1,60,000/-
<b>9</b>	<b>Confirmation</b>	On successful completion of one year probation period from the date of joining, subject to satisfactory performance
<b>10</b>	<b>Other Skills</b>	Well conversant in Computer/IT skills and its applications, Excellent Communication Skills, written, verbal, presentable, fluency in English

Interested and eligible Candidates are required to send their resume in the prescribe proforma (applications not in the prescribed proforma will not be considered) along with relevant documents in support of educational qualifications, experience, caste (if applicable), last month salary statement etc. and send the same to Assistant Manager (HR), **#39-42, 3rd Floor, H Block, Indra Palace, Connaught Circus (Middle Circle), New Delhi – 110001** on or before 13<sup>th</sup> February, 2026. The envelope containing the applications should be superscribed as "APPLICATION FOR THE POST OF COMPANY SECRETARY".



# (BHARUCH DAHEJ RAILWAY COMPANY LIMITED)

INVITES

## APPLICATIONS FOR THE POST OF COMPANY SECRETARY

<b><u>Educational Qualifications</u></b>	<b><u>Essential</u></b> 1) Bachelor's Degree from a recognized University 2) Should be an Associate Member of the Institute of Company Secretary of India. <b><u>Desirable</u></b> 1) Candidates having LLB or CA or MBA would be preferred. 2) Familiarity in the use of computer applications like MS Office etc.
<b><u>Age Limit</u></b>	Maximum 35 Years as on date of notification.
<b><u>Place of Posting</u></b>	New Delhi; however, he/she may be posted at Vadodara as per organizational requirements.
<b><u>Experience</u></b>	<b><u>For candidates from CPSE's /other Autonomous Bodies of Govt.</u></b> <ul style="list-style-type: none"><li>Should have at least 2 years of experience in the E1 Grade (Rs.40,000/- to 1,40,000/-) / equivalent grade in a CPSE's / other Autonomous Bodies of Govt. with total experience of at least 4 years as Company Secretary.</li></ul> <b><u>Others reputed Public Limited Companies.</u></b> <ul style="list-style-type: none"><li>Should have minimum 04 years post qualification experience as Company Secretary in a reputed Public Limited Company with an annual package of Rs. 6 lakhs.</li></ul>
<b><u>Job Profile</u></b>	1) Company Secretary will be required to assist the top management of the Company. He / She will be responsible for ensuring compliance with the relevant provisions of the Company Law and its deadlines as well as compliance of DPE's guidelines and other Govt of India orders 2) Keep abreast of changes in Company Law requirements 3) Holding of Meetings of Board of Directors, Audit Committee, Annual General Body etc. 4) Keeping updated statutory records and books as required 5) Coordinate with the PSUs & SPVs 6) Besides, he/she will also deal with the Registrar of Companies, Company Law Board, Department of Public Enterprises, Ministry of Railways in discharge of his/her functions. He/She will also be responsible for printing of Annual Accounts and the Directors report and e-filing of documents regarding secretarial compliances.

<b><u>Selection</u></b>	<ul style="list-style-type: none"> <li>• Mere fulfilling the minimum eligibility requirement /qualification will not vest any right on the candidates to be called for Interview.</li> <li>• BDRCL reserves the right to call only the requisite number of candidates for interview after preliminary screening / short-listing with reference to the candidate's qualification, suitability etc. Applications incomplete in any respect shall be liable for rejection summarily.</li> <li>• BDRCL reserves the right to reject any candidate without assigning any reason.</li> <li>• BDRCL will not be responsible for non-receipt / late receipt of any communication due to postal delay or any other reason.</li> <li>• Employees working in Central/State PSEs, Autonomous Bodies should forward their application through proper channel or produce NOC from the present employer at the time of interview will be required.</li> <li>• Short listed candidates would be required to appear for Interview / Screening. The selection for the post will be on the basis of qualification, experience &amp; performance of the candidate in the interview.</li> <li>• However, BDRCL reserves the right to conduct the written examination in case large number of applications are received from eligible candidates is reasonably high. The details of written examination, if any, shall be communicated to the candidates in advance.</li> <li>• Short listed candidates who qualify for the Selection would be required to stay for an extra day as Selection will be held at New Delhi only. Candidates will have to make their own arrangements for travel and stay both for written examination / interview and No TA/DA will be admissible.</li> <li>• In case of suitable and deserving cases, any of the requirements including grade and conditions of eligibility mentioned above, may be relaxed at the discretion of the management of BDRCL.</li> <li>• The decision of BDRCL Management regarding grant of grade/pay to selected candidates would be final.</li> </ul>
<b><u>Service conditions</u></b>	<ol style="list-style-type: none"> <li>1) Selected candidate would be posted as CS initially on Probation for a period of one years during which he/she will be placed in E2 Grade as per eligibility criteria with the relevant admissible perks / allowances as the case may be.</li> <li>2) On successful completion of one year probation period from the date of joining, subject to satisfactory performance, he/she will be regularized as Company Secretary in the (E2) grade.</li> </ol>

Interested and eligible Candidates are required to send their resume in the prescribe proforma (applications not in the prescribed proforma will not be considered) along with relevant documents in support of educational qualifications, experience, caste (if applicable), last month salary statement etc. and send the same to Assistant Manager (HR), **#39-42, 3rd Floor, H Block, Indra Palace, Connaught Circus (Middle Circle), New Delhi – 110001** on or before 13<sup>th</sup> February, 2026. The envelope containing the applications should be superscribed as "APPLICATION FOR THE POST OF COMPANY SECRETARY".

## PROFORMA

### APPLICATION FOR THE POST OF COMPANY SECRETARY / BDRCL

Please affix  
a self-  
attested  
photograph

1. Name of the Applicant (in capital letters) \_\_\_\_\_
2. Father's/Husband Name \_\_\_\_\_
3. Date of Birth \_\_\_\_\_  
(Self-attested certificate is to be attached)
4. Age as on (Notification) \_\_\_\_\_
5. Sex \_\_\_\_\_
6. Domicile \_\_\_\_\_
7. Permanent Address \_\_\_\_\_  
\_\_\_\_\_
8. Address for communication \_\_\_\_\_
9. Contact No. \_\_\_\_\_ Email ID \_\_\_\_\_
10. Aadhar No. \_\_\_\_\_ Pan No. \_\_\_\_\_  
(Self-attested certificate is to be attached)
11. Education Qualification:

Name of Exam Passed	Name of Board/University	Year of Passing	% of Marks/Scored	Medium of Instruction
1. Class X				
2. Class XII				
3. Graduation				
4. CS (Essential)				
5. LLB (Preferable)				

6. CA (Preferable)				
7. MBA (Preferable)				
8. Others (Pl. Specify)				

(Self-attested certificate is to be attached)

12. Post-Qualification Experience; (Self-attested certificate is to be attached)

Name of Organization & Address	Post Held	Grade	Monthly Salary (In Rs.)	From	To	Details of duties performed (In brief)

Name of Immediate Superior Officer	Contact Nos. (Landline/ Mobile)	Years worked under him / her

13. Declaration:

1. I hereby solemnly affirm that the statement made and information furnished by me in the above Performa is true and correct.
2. I have not concealed any information.
3. However, if any information furnished herein is found to be fraudulent, incorrect and untrue, I understand that I am liable to criminal prosecution and I also agree to forgo my appointment if made.

**DOCUMENTS TO BE COMPULSORILY ATTACHED: -**

1. Copy of 10th / High School / Secondary / School Leaving Certificate showing Date of Birth.
2. Copies of Educational & Professional Qualifications.
3. Experience Certificate.
4. Copies of Commendations / Awards Certificates, If any.
5. Copy of Aadhar & Pan card.

PLACE:

DATE:

(Name.....)  
Signature of the Candidate