



**KIOCL LIMITED**  
(A Govt. of India Enterprise)  
**II Block, Koramangala,**  
**Bengaluru – 560 034.**

**Advt. No. KIOCL/HR/02/682**

**Engagement of Retired Officer as  
Consultant (Company Secretary)  
for Corporate Office, Bengaluru.**

KIOCL Limited Country's prestigious 100% Export Oriented Unit with Mini Ratna status under the Ministry of Steel, Government of India was incorporated on 2nd April 1976. Company's Registered office is located at Bangalore, Karnataka State. KIOCL has been a pioneer with over five decades of experience in operating Iron Ore Mining, Beneficiation and Iron–Oxide Pelletization in the Country. KIOCL is having facilities to operate 3.5 MTPA Iron-oxide Pellet Plant, Blast Furnace Unit to manufacture 2.16 lakh tonnes per annum Pig iron at Mangaluru, Karnataka.

KIOCL is an EOU with a positive net worth and Mini Ratna Category I PSU is also an ISO9001:2015, ISO 14001:2015 and ISO 45001:2018 certified Company. KIOCL invites applications from retired Company Secretaries from Public Sector Undertaking to engage as Consultant purely on Contract basis in Company Secretary Department [Board & Coordination] at Corporate office, Bengaluru and the details are furnished below;

**I. VACANCY:**

1. Post : Consultant (Company Secretary) on contract
2. No of post : One
3. Remuneration : Rs.1,20,000/- as Consolidated Pay
4. Eligible Grade : Should have retired from PSU at the level of E6 to E8 Grade

## **II. ELIGIBILITY CRITERIA AND OTHER DETAILS:**

<b>Sl. No</b>	<b>Criteria</b>	<b>Description</b>
1	Educational Qualifications	Qualified Company Secretary (ACS)
2	Experience Criteria	Minimum 20 years of post-qualification experience in the field of Company Secretary in PSU. Preference would be given to candidates who are <b>willing to join immediately</b> .
3	Age Criteria	Shall not be more than <b>62 years</b> as on 31.03.2025. Initially upper age limit will be 62 years which may be extendable maximum up to 3 years i.e., up to 65 years of age.
4	Selection Methodology	Selection shall be through shortlisting of eligible applicants followed by Personal Interview subject to Medical fitness.
5	Tenure of Engagement	Initial period of hiring will be for a period of One Year. The period of hiring may be renewed/extended depending upon KIOCL's requirement and performance of the candidate up to the maximum age of 65 years.
6	Disqualification for Hiring	The executives who have separated on grounds Medical termination and Termination on disciplinary grounds etc., will not be eligible to apply. A person against whom Vigilance case or Disciplinary or Criminal proceeding is pending, shall not be eligible for such hiring.
7	Termination of the Contract	The contract will stand automatically terminated on completion of the prescribed tenure. The contract can be terminated, with one month's notice in writing by either side or by one month notice pay in lieu thereof.
8	Application Fees	There is no Application / Processing fee.

## **III. JOB PROFILE:**

### **Deliverables & Expectation of the post would include (but not limited to) following:**

To provide expert advice to the management and monitor the Compliance of Companies Act, 2013 and SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015.

1. Handling all Compliances Under Companies Act 2013
2. Handling all Compliances under all applicable SEBI regulations
3. Preparation & Filing of all disclosures under SEBI Regulations with Stock Exchanges
4. Follow up with Stock Exchanges, ROC, CDSL & NSDL whenever required
5. Preparation of Annual Report of the Company & Board Minutes
6. Complying & Uploading of Agendas of Board & Sub-Committees on Digital Board Portal etc.
7. Records Management of Company Secretary Department pertaining to Corporate Laws & SEBI regulations & Meetings of Board, Sub-Committees & General Meetings & Postal Ballot etc.
8. Finalization of minutes of Board, Board-Sub-Committees and Shareholders Meeting

#### **IV. ENTITLEMENTS:**

##### **[A] LEAVE**

Consultant shall be eligible for

- i. Fifteen (15) days of Casual Leave every year from the date of joining.
- ii. Closed Holidays as per Holiday List of Company declared for respective Units based on the place of posting.

##### **[B] TA/DA**

- i. On proceeding on official Tour , TA/DA, Hotel accommodation as applicable to equivalent ceiling of E6/E7/E8 level as per the retired grade/post of incumbent.

##### **[C] TELEPHONE EXPENSES**

- i. Mobile Handset & SIM Card will be provided by the Company equivalent to the ceiling of E6/E7/E8 level as per the retired grade/post of incumbent. On completion of the tenure, mobile handset & SIM Card shall be returned to the Company.

#### **V. HOW TO APPLY:**

- i) Interested and eligible Executives may apply giving full particulars in the prescribed format enclosed with Advertisement.
- ii) Eligible candidates may send their application, duly filled in the prescribed format appended below along with self-attested photocopies of below mentioned documents by Speed Post/Courier so as to reach on or before **20.05.2025** to **Chief General Manager (HR), KIOCL Limited, 2<sup>nd</sup> Block, Koramangala, Bengaluru-560034, Karnataka.** Applications received after due date are liable to be rejected. KIOCL Limited will not be responsible for loss of application during transit and postal delay, etc.

➤ Candidates shall enclose self-attested copies of following documents along with application:

- SSC certificate as proof of Date of Birth
- Qualification Certificate, all Semester/Year wise Marksheets
- Experience/ Service Certificate
- Relieving letter from the employer
- Last Pay Certificate
- Supportive documents regarding work experience in the particular field.

All correspondence with the candidates shall be done through e-mail / announcement on the website only. Information regarding Personal Interview call letters shall be sent through e-mail. **Candidates are advised to visit career section in our website [www.kiocltd.in](http://www.kiocltd.in) regularly for further instructions.** Company will not be responsible for any loss of e-mail sent, due to invalid / wrong email ID provided by the candidate or due to other reasons.

**Note: Those candidates, who fulfill the eligibility criteria will only be considered for Personal Interview.**

## **VI. GENERAL TERMS AND CONDITIONS:**

1. Only Indian Nationals are eligible to apply.
2. Qualifications should be from a recognized/reputed Indian University/Institute.
3. Depending on the requirement, the Company reserves the right to cancel/restrict the engagement process without any further notice and without assigning any reason thereof.
4. Incomplete / illegible / unsigned / multiple applications / applications not in the prescribed format or without photograph / without copies of certificates in support of age, qualification, experience etc. or those received after last date will be rejected.
5. While applying, the candidates are advised to ensure that they fulfill the eligibility criteria and other requirements mentioned in this advertisement and the particulars furnished by them are correct in all respects. At any stage of engagement process if it is detected that the candidate does not fulfill the eligibility criteria and/or does not comply with the requirements as per this advertisement and/or he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature is liable to be rejected. If any of the above shortcoming(s) is/are detected, even after engagement, his/her services are liable to be terminated without any notice.
6. No TA/DA will be paid to the candidates for attending Personal Interview.
7. Age, experience is relaxable in case of highly deserving candidates as per the discretion of KIOCL Management. Decision of the management in this regard is final.
8. The final selection is subject to the candidates being found medically fit.
9. The decision of KIOCL in all matters relating to eligibility, acceptance, rejection of the application, mode of selection, interview, verification of testimonials and selection will be final and binding on the candidates and no enquiry or correspondence will be entertained in this regard.
10. KIOCL shall not be responsible for any delay / loss in transit at any stage of the recruitment process. No request in this regard will be entertained.
11. Canvassing in any form shall disqualify the candidature.
12. Any candidate submitting false declaration/certificate or indulging in malpractices during selection process will be disqualified and also debarred from future recruitments.
13. The contractual hiring will not confer any right on Consultant to claim the status of a regular employee of the Company or to claim for employment or assignment in KIOCL in any manner in future.
14. In case of any dispute, the case shall be settled in the Courts of Bengaluru jurisdiction only.
15. Our contact details are **Telephone No. \*080-25531461, Ext-487/490\*** and email id: [career@kioclltd.in](mailto:career@kioclltd.in).



*(Please fill in English only)*

**Application for the Consultant (Company Secretary) for Board & Coordination Department**

Affix your latest passport size photograph (Colour) with signature across it

<b>I. Personal Details</b>	
1.	Name (IN BLOCK LETTERS)
2.	Father's Name
3.	Contact Address
	PIN <input type="text"/>
4.	Telephone No. with STD code
	Mobile No. (mandatory) <input type="text"/>
	E-Mail ID (mandatory)
5.	Date of Birth (Please enclose proof, SSC/Matric Certificate) DD <input type="text"/> MM <input type="text"/> YYYY <input type="text"/>
6	Age as on 31.03.2025
7.	Gender (Male/Female)
8	Nationality
9	State of Domicile
10	Religion
11	Name of the Last organization
12	Aadhaar No. (mandatory) <input type="text"/>
13	Pan Card No. (mandatory) <input type="text"/>

**14. EDUCATIONAL QUALIFICATION:**

Sl. No.	Qualification	Class	Percentage/ CGPA	University/ Institution	Year of Passing

<b>15.</b>		<b>Employment details*</b> (beginning with the latest) (Please enclose experience certificate copies)			
		Total post-qualification experience: _____ years _____ months			
Organization Name & Designation	Scale of Pay & Grade	Period (DD/MM/YY)		Responsibilities	
		From	To		

**[Please attach additional sheets if required]**

**16.**

On selection, mention the time required to join?	
Any other information	

**17. Languages Known:**

Sl. No.	Languages	Read	Write	Speak

**NOTE:** \*Please attach separate sheet(s) if space given is insufficient.

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**DECLARATION**

I hereby declare that I agree with all the terms & conditions given in the aforesaid advertisement and that all the information stated in this application form are true. In case any of my declaration and documents attached herewith is found to be untrue and if I am unable to produce relevant documents in support of the eligibility condition, my candidature may be cancelled at any stage of the recruitment process. In the event that the wrong statement is detected after my appointment then my services are liable to be terminated without notice.

Place: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / 2025

**Signature of the candidate**

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