

No. GILHQ/CS/HR

Dated 03.10.2024

**ADVERTISEMENT NO. 01/2024 FOR**  
**ENGAGEMENT OF COMPANY SECRETARY ON FIXED TERM CONTRACT BASIS**

Gliders India Limited (GIL) is a Public Sector Undertaking incorporated on 16<sup>th</sup> August 2021 under the companies Act, 2013 (18 of 2013) with 100% equity share held by Government of India. GIL is involved in manufacture of different type of Parachute, including Man carrying Parachutes, Supply Drop Parachutes, Break Parachutes. We also manufacture KM Float, Inflatable Boats and Various Heavy Parachute items for our soldiers, It offers great work environment and challenging opportunities for the professionals to prove their mettle. Applicant are invited from professionals for the following positions on fixed term contract basis:

**COMPANY SECRETARY**

S.No.	Particulars	Details
1.	No. of Positions	01
2.	Maximum Age	57 Years as on 01.11.2024
3.	Qualifications	Registered Company Secretary (C.S.) with The institute of Company Secretaries of India. Candidates with background of M.Com/CA will be preferred.
4.	Experience	Minimum of 5 years as Company Secretary in Manufacturing company-Listed or with turnover of Rs. 500 Cr. (Avg. Last 3 Years) Relevant Experience in Public Sector and additional Work experience of handling finance and accounts of a corporate in addition to Company Secretary shall be preferred.
5.	Tenure	01 Year, extendable by 1 year each on max. two occasions(with

मुख्यालय: ग्लाइडर्स इंडिया लिमिटेड, जी.टी. रोड, कानपुर (उ०प्र०) – 208013 Headquarter: Gliders India Limited,  
G.T. Road, Kanpur (U.P.) – 208013 Phone/फोन: (+91) 512 2984548 Fax/फैक्स: (+91) 512  
2988487 Website/वेबसाइट: <https://glidersindia.in> Email/ई-मेल: [corporate@glidersindia.in](mailto:corporate@glidersindia.in)

		maximum ceiling of 3 years)
6.	Remuneration	Consolidated Rs. 1,00,000/- Per Month.  Annual increase of 3% per year if tenure is extended beyond 1 year. The condition of deduction from the remuneration will be made for any absence@ Rs. 3300/- per day for any unauthorised absence other than weekly off and holidays of GILHQ.
5.	Term & Conditions	Detailed terms and conditions required for the post are attached as <b>Annexure-A</b>
6.	Leave	Earned Leave: 1.5 days per month (Encashable Annually without accumulation)

## **Annexure 'A' of Advt. No. 01/2024**

### **Terms and Conditions for Engagement of Company Secretary on Fixed Term Contract basis**

#### **Criteria for Engagement**

1. Engagement of Tenure based Personnel may be for the period required but shall not exceed a maximum of three years from the date engagement subject to satisfactory performance and yearly review. The tenure will come to an end automatically on completion of three years from the date of joining, without any further notice. The employment can be terminated, any time, during the period of tenure engagement, by giving one month's notice by either party of payment of Consolidated Remunerations of one month in lieu of the notice.
2. Application received after due date will be rejected.
3. **Application Fee:-**
  - (i) Candidates [excepting Females/SC/ST/PH(Persons with Benchmark Disability Candidates) who are exempted from payment of fee] are required to pay fee of Rs.500/- (Rupees Five Hundred only.)
  - (ii) Application fee must be paid by Indian Postal Order(IPO)/Demand Draft(DD)/Bankers Cheque(BC) in favour of "Gliders Indian Limited, Kanpur".
  - (iii) IPO/DD/BC must be crossed and date of issue IPO/DD/BC must be date between the Publication date and Closing date, both inclusive.
  - (iv) A Candidate paying the application fee must fill the detail of the IPO/DD/BC in his/her Application Form.
4. The candidates who are short listed for interview will be advised to bring required original documents/testimonials, along with self attested copies, in support of Age, Qualification and Experience etc. The certificates are to be verified by a designated Officer of HR before the candidate is permitted to attend the interview as under:-
  - (a) Documentary evidence of proof of Date of Birth i.e. SSC Board Certificate or Secondary School Leaving Certificate only.
  - (b) Documents/Certificates in proof of Educational and Technical Qualifications.

- (c) Experience Certificated on the Company letter head, which has the details of the Company etc., If employed, the Relieving Certificate and Service Certificate from the present employer.
5. Candidates who have work experience in the Private Sector and produce experience certificates should submit the same in the letter head of the Company. The letter head of the company should have the details of the Company.
  6. A monthly Consolidated Remuneration inclusive of Basic Pay and Dearness Allowance.
  7. An annual increase of 3% per year during the tenure shall be admissible on Consolidated Remuneration, subject to satisfactory performance.
  8. Company quarters, if available, may be provided. However, House Rent for Quarters including Water, Electricity charges etc. will be deducted as per Rules. No HRA will be payable.
  9. A lump sum amount of Rs. 1000/- per month will be admissible to meet the Medical Expenses (both inpatient and outpatient), based of self-certification. This amount shall be paid on monthly basis along with the Consolidated Remuneration. You will not be entitled for any other Medical Benefits.
  10. Entitlement to 08 days Casual Leave in every calendar year and also to 1.5 days of Earned Leave(EL) with Pay, for every calendar month of service.
  11. Entitlement to paid holidays of the Company as applicable to the regular employees of the Company.
  12. The candidate will required to abide by various Company Rules & Regulations (as applicable to Regular employees) which govern carrying out the assigned tasks and conduct, like Standing Orders, transferability to other Departments etc.
  13. The candidate will be covered under applicable Rules with respect to Income Tax, Professional Tax etc.
  14. The candidate will not be entitled for any Allowances or Benefits including promotion etc. other than those contained in the Offer of Tenure engagement.

15. Entitlement of TA/DA- **N/A**

16. Scope of Work

- (i) Preparation of Financial Statement & planning of Investment, Pricing & Costing in manufacturing .
- (ii) Preparation of memos, checklists as per applicable accounting standards.
- (iii) Documentation of Risk & Control metrics for internal financial control.
- (iv) Audit Support with respect to work on the applicable accounting standards & Internal Financial control implementation.
- (v) Any officer related activity as may arise during the period of engagement.
- (vi) Acts as vital link between the company and its Board of Directors, shareholders and other stakeholders and regulatory authorities.
- (vii) Plays a key role in ensuring that the Board procedure are followed and regularly reviewed.
- (viii) Provides the Board with guidance as to its, responsibilities and powers under various laws, rules and regulations.
- (ix) Acts as a compliance officer as well as an in-house legal counsel to advise the Board and the various functional departments of the company on various corporate, business, economic and tax laws.
- (x) Is an important member of the corporate management team acts as conscience seeker of the company.

17. The candidate's performance will be assessed as per Rules of the Company. In case of non-performance or poor performance, the Contract of Engagement can be terminated without assigning any reason with one month notice.

18. The persons engaged on full time basis will not be allowed to take any other assignment during the period of contractual engagement.

19. GIL also reserves the right to cancel/amend the advertisement and/or the selection process there under. The number of positions filled may increase or decrease depending on the requirement of GIL.

20. Any corrigendum/clarifications of the advertisement, if necessary, shall only be uploaded on GIL website and no separate press coverage shall be done for this purpose.
21. The candidates must have an active E-mail ID & Mobile number which must remain valid for full Contract Period. All future communications with the candidates will take place through E-mail. Candidates have to ensure accuracy of their E-mail ID & Mobile number. No change in E-mail ID & Mobile number as declared in the application will be allowed. The Company shall not be responsible if the information/intimations do not reach candidates in case of change in the mobile number, email address, connectivity/network issues, technical fault or otherwise, beyond the control of the Company. Candidates are advised to keep a close watch on the Company website for latest updates.
22. For any queries regarding the engagement, send E-mail to [hr@glidersindia.in](mailto:hr@glidersindia.in) in or contact on 0512-2989174 on all working days from 9.30 AM to 6.00 PM (Monday to Friday).

**23. How to Apply:-**

- (i) Candidates are required to have a valid personal email ID and Mobile no. These should be kept active during this recruitment process.
- (ii) In case, candidate does not have a valid personal email ID or mobile number he/she should create his/her new email ID mobile number before applying.
- (iii) If message or email regarding recruitment process is NOT received by candidates due to any reason. GIL will NOT be responsible for the same.
- (iv) Candidates should send duly filled Application Form with a recent passport size photograph affixed thereon along with self attested copies of certificates in support of Qualification, Experience, Age and Aadhar Card etc. by registered Post/Courier to:-

“The Chairman and Managing Director, Gliders India Ltd., G.T.Road, Kanpur-208013” so as to reach on or before 21 days from the date of publication of advertisement.

- (v) A Copy of the same be forwarded on email to [hr@glidersindia.in](mailto:hr@glidersindia.in)
- (vi) Post applied for must be clearly written on the envelope, while forwarding application and attested copies of supporting documents.

- (vii) Candidates are requested to retain one copy of dully filled application form & other testimonials with them.
- (viii) Incomplete applications and those not supported by self attested copies of certificates are liable to be summarily rejected.
- (ix) Applications received after due date will not be entertained. The Company will not be responsible for any postal delay.
- (x) The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
- (xi) The Company reserves the right to modify or cancel the Advertisement/Selection process fully or partly on any grounds, company does not assume any responsibility to notify any such decision of the Company to the candidates.
- (xii) Candidates who are working in public/Govt. Sector forward their application through proper channel clearly indicating their present grade and scale pay separately.

**24. GENERAL CONDITIONS:-**

- (i) The candidates applying should ensure that they fulfil all eligibility criteria. Their admission to all stages of he recruitment process will be purely Provisional subject to satisfying the prescribed eligibility criteria mentioned in the advertisement. Company will take up verification of eligibility conditions with reference to documents submitted by the candidate only after the candidate has qualified for Personal Interview.
- (ii) Essential qualifications are minimum and mere possession of the same does not entitle the candidate to be called for Selection Process. Considering the experience, the candidates will be shortlisted for selection process.
- (iii) The Format of Application is available at “Annexure-B”.
- (iv) Failing to submit necessary documents along with the Application Form, the candidate will be disqualified.
- (v) The Candidates should have good knowledge of **“Hindi and English”** Both speaking and writing.
- (vi) The candidate should ensure that he/she fulfils the eligibility criteria regarding educational qualification, age, experience etc. & the particulars furnished in the application form are correct in all respect.

- (vii) If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process then his/her candidature will not be considered.
- (viii) If the candidate knowingly or wilfully furnishes incorrect or false particulars or suppresses material information. He/she will be disqualified and if appointed. Shall be liable for dismissal from the Company's service without any notice or assigning any reasons whatsoever.
- (ix) Any request for change of address and enclosing supporting documents later on will not be entertained.
- (x) Candidates working in Govt./Semi-Govt. undertaking will have to produce **No Objection Certificate** from their Employer at the time of Personal Interview.
- (xi) The record with regard to this selection process will be maintained for three months from the date of declaration of result of this advertisement.
- (xii) Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to their selection/recruitment shall be considered as **DISQUALIFICATION**.
- (xiii) Any legal proceedings in respect of any matter (s) or claims or dispute arising out of this recruitment and or out of this advertisement can be instituted only at Kanpur jurisdiction only.
- (xiv) Mere fulfilment of eligibility condition as laid down above does not entitle a candidate to be called for selection process.
- (xv) Appointments of selected candidate will be subject to medical fitness by the authorized medical officer of GIL & verification of character & antecedents.



APPLICATION FORM

To  
The Chairman and Managing Director,  
Gliders India Ltd. G.T. Road,  
Kanpur-208013

Affix your  
Recent Color  
Passport size  
photograph

1. POST APPLIED FOR: **Company Secretary / I T Manager**

2. Name in full (Surname first) (IN CAPITAL LETTER)

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3. Full Address

a. Residence: (With Telephone No., Mobile No., e-mail address etc.)


(i) Email ID

(ii) Mobile No.

b. Office: (With Telephone No., Mobile No., e-mail address etc.)


(i) Email ID

(ii) Mobile No.

4. Date of Birth

(a) Age as on 01.11.2024: \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days

5. Gender: Male  Female  Others

6. Marital Status: Married  Unmarried

:2:

7. Present/Last Job Location and Designation:

8. Qualification Details:

Educational/Professional Qualification:

S.No.	Exam Passed (Degree and onwards)	College/Institute/University	Year of Passing	Percentage of Marks

9. Experience:

Details of experience:

(If required attach separate sheet)

S.No.	Name of the Organization	Appointments	Period (From-- - To)	Total Experience	Nature of Job

10. Details of affiliation with Professional Bodies/Institution/Society:

Name of Body	Membership No.	From-----To

11. Any Specific achievement: (If required attach separate sheet)

12. Any other Information: (If required attach separate sheet)

Contd:...3

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Declaration:

- (i) I declare that all the above information and particulars are correct and that I will stand disqualified if any information is found to be incorrect at any stage.
- (ii) I am liable to be disqualified for the post applied. I hereby declare that I am not facing any disciplinary action.
- (iii) I undertake to abide by all the conditions and General conditions mentioned in the advertisement given by the company .

Place:

Date:

Signature  
(Name of Applicant)