

GLIDERS INDIA LIMITED, KANPUR

(A Public Sector Enterprise under the Ministry of Defence)

Vacancy Notification 01/2026

Post: Company Secretary

Number of Posts: Company Secretary - 01,

Mode of Engagement: On contractual Basis

1. About the Role

The Company Secretary will be responsible for ensuring statutory compliance, and supporting effective corporate governance within the organization. The role includes assisting in financial documentation, audit support, maintaining risk and control records, and ensuring adherence to applicable accounting and regulatory standards.

Responsibilities include:

- ❖ Maintenance & upkeep of MoM & AoA.
- ❖ Ensuring timely compliance of requisite forms and certifications, corporate governance as per companies act 2013 (latest amendments).
- ❖ Compliance to CSR rules and secretarial audit report in liaison with secretarial auditor .
- ❖ Audit support with respect to work on the applicable accounting standards & Internal Financial control implementation .
- ❖ Act as vital link between the company and its Board of Directors, shareholders and other stakeholders and regulatory authorities through conduction of BoD meetings timely and AGMs along with Annual report.
- ❖ Plays a key role in ensuring that the Board procedure are followed and regularly reviewed.
- ❖ Provides the Board with guidance as to its, responsibilities and powers under various laws, rules and regulations.
- ❖ 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.
- ❖ An important member of the corporate management team act as conscience seeker of the company.

2. Eligibility Criteria

- ❖ **Registered Company Secretary (C.S.)** with the institute of **Company Secretaries of India**.
- ❖ Candidates with background of **LLB** will be preferred.
- ❖ Experience of minimum **3 years** as **Company Secretary** in **Manufacturing company-listed** or with turnover of **Rs.500 Cr (Avg. of last 03 FY i.e. FY 2024-25, FY 2023-24 & FY 2022-23)**.
- ❖ Experience in Public Sector and additional work experience of handling finance and accounts of a corporate in addition to Company Secretary will be preferred.

3. Tenure & Remuneration

- ❖ Contract period: Initially for **01 years**, extendable for another 02 year (total max. 03 years) based on performance and mutual agreement.
- ❖ **Consolidated Monthly Remuneration:** Rs. 1,00,000/-
- ❖ No HRA shall be admissible.
- ❖ Other financial or non-financial benefits shall be admissible as per new labour codes.

4. Other Criteria for Engagement:

- ❖ The engagement of would be on full time basis and he / she would not be permitted to take any other assignment during the period of consultancy with GIL.
- ❖ Having engaged, the CS will have to be abide by working/duty timing of GIL.
- ❖ If need arises, may be required to work on Holidays/weekends also. No additional fee will be paid for the same.
- ❖ The engagement of shall be temporary (Non official) nature and this engagement can be canceled at any time by the competent authority without assigning any reason through with one-month notice.
- ❖ Having engaged, the CS has to take prior approval from GIL for seeking any outside employment during the pendency of contract period.
- ❖ The place of posting will be at Kanpur– GIL (HQ).
- ❖ Leave T&C will be as per GIL HR Policy in consonance with New Labour Codes as applicable.

5. Termination of Contract/Engagement:

- ❖ GIL may terminate the contract of engagement in following conditions:
 - i) Quality of the work is not satisfactory.
 - ii) The appointed fails to meet achievement milestones as finally decided by GIL.
 - iii) Found lacking in honesty and integrity.
- ❖ GIL reserves the right to terminate the engagement by serving 02 month written notice. Termination shall be affected on the day right after the completion of 02 month of delivery of such notice vice versa applicable for engaged CS.
- ❖ If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have willfully suppressed any material information, he will be liable for removal from engagement service and such other action as Government may deem necessary.

6. Selection Process

The consultant for this engagement will be selected through a competitive process, the details of which are provided below:-

- ❖ Individuals wishing to apply for this engagement should submit their proposal along with the relevant supporting documents on or before closing date & Time.
- ❖ A suitable Company Secretary (CS) may be selected on the basis of Qualifications, Experiences, positions hold (specific to requirement), accreditation and achievements etc. if GIL contemplates, may also interview the candidate. For the purpose of transparency in selection, GIL may define a weighted chart based on factors like Qualifications, Experiences, positions hold (specific to requirement), accreditation and achievements etc. Generally the academic achievements and experience carry 50% weight age and interview carry 50% weight age.

7. How to Apply

- Submit application as per format provided, addressed to the **Chairman & Managing Director**, Gliders India Limited, G.T. Road, Kanpur – 208013.
- Include:
 - Covering letter stating interest and suitability.
 - Detailed Curriculum Vitae (with age, academic & professional qualifications, total experience, employment history, special achievements).
 - Self-attested copies of certificates, educational degrees, and experience letters.

- Contact information: email and phone number.
- Application Fee : Rs. 500/- which is non-refundable (exempted in the case of SC/ST/PWBD/Ex-servicemen) is to be paid through online mode in the A/c details mentioned below and receipt details (transaction no./UTR & Date) has to be submitted along with application.
A/c No. 40393257030
IFSC: SBIN0007199
A/c Name: Gliders India Limited
- **Last date:** 30.01.2026

8. General Conditions

- GIL reserves the right to cancel or modify the vacancy notification without assigning any reason; mere fulfillment of eligibility does not confirm selection.
- The post is purely contractual, and does not entitle the appointee to any other service or pension benefits under GIL.
- Only shortlisted candidates will be notified for the interview, if applicable.
- No TA/DA shall be paid for attending the interview.

Timeline

- **Closure of Applications:** 30.01.2026

Contact for Queries

- Tel: 0512-2984548
- Email: hr@glidersindia.in, corporate@glidersindia.in

APPLICATION FOR THE POST OF COMPANY SECRETARY

To,
The Chairman & Managing Director
Gliders India Limited
G.T. Road, Kanpur – 208013

Subject: Application for the post of Company Secretary on contractual basis.

Sir/Madam,

With reference to Vacancy Notification No. 01/2026 published by Gliders India Limited, I wish to apply for the post of Company Secretary on contractual basis. My details are provided below for your kind consideration:

1. Name of the Applicant	
2. Father's/Husband's Name	
3. Date of Birth (DD/MM/YYYY)	
4. Correspondence Address	
5. Permanent Address	
6. Contact No. / Email ID	
7. Educational Qualifications (with year & institution)	
8. Professional Qualification (CS registration number, etc.)	
9. Total Experience (in years)	
10. Present/Last Organization and Designation	

11. Details of relevant experience as Company Secretary in Manufacturing / Public Sector / Corporate (attach separate sheet if required):

12. Details of additional qualifications (LLB or other relevant qualifications):

13. Details of application fee payment:

Transaction No./UTR: _____ Date: _____ Amount: Rs. 500/-

Declaration:

I hereby declare that all information furnished above is true and complete to the best of my knowledge and belief. In case any information is found false or misleading, my candidature may be cancelled. I also understand that this engagement is purely contractual and does not confer any right for regular appointment.

Place: _____

Date: _____

(Signature of Applicant)

Name: _____