

**BHARAT BROADBAND NETWORK LIMITED****(A Govt. of India Undertaking)**

Corporate Identification No.:- U64100DL2012GOI232070

R.O.:- Room No. 306, 3rd Floor, C-DOT Campus, Mandi Gaon Road, Mehrauli, New Delhi-110030

Off: 011-26806100 Website: www.bbnl.nic.in

Date: 15.02.2018

**Advt. No. 3-1/2018-HR****Recruitment of Company Secretary & Head Legal**

Bharat Broadband Network Limited (BBNL) is a Special Purpose Vehicle under the Ministry of Communications, Government of India - for the Establishment, Management and Operation of BharatNet which involves broadband connectivity to all the 2,50,000 Gram Panchayats(GPs) in the Country. BBNL has been incorporated as a Public Sector Undertaking (PSU)/ Company under Companies Act, 1956 on 25.02.2012. Additional details about the company may be had by visiting BBNL website at [www.bbnl.nic.in](http://www.bbnl.nic.in).

1. BBNL invites applications for **01 regular post of Company Secretary (CS) & Head Legal** for which eligibility criteria and other details are tabulated below:

<b>Name of Post &amp; IDA scale of pay</b>	<b>Education Qualifications</b>	<b>Age Requirement (as on 15.02.2018)</b>	<b>Post qualification Experience criteria (as on 15.02.2018)</b>
<b>Co. Secretary &amp; Head Legal– E7</b>  <b>Scale of Pay –</b> Rs. 43200- 66000/- + allowances + Perks (IDA)  <b>Total no. of Posts:- 01 (One) UR</b>	Fellow / Associate Member of Institute of Company Secretaries of India (ICSI) and Degree in Law from a recognized University	Not Less than 40 years and not exceeding 55 years.	<b>1. If working in Central or State Govt.'s PSU:</b> <b>Total Experience- 15 years</b> (out of which minimum work experience of 3 years as a Company Secretary) <b>and;</b>  Presently working in analogous scale of Rs. 43200-66000 (IDA); or 03 years in scale of Rs. 36600-62000/- (IDA)  <b>OR</b> <b>2. If working in a Private organization:</b>  Total Experience – 20 years (out of which minimum work experience of 5 years as Company Secretary in a public limited company)  <b>Job Requirements will be for above sl. no. 1 &amp; 2 is as under:</b>  a. Excellent knowledge of Company Law and its application including Secretarial Standards, good grasp of applicable laws to a Company so as to report to BoD periodically, very good communication capability especially in drafting with power to grasp and express the content succinctly, up-to-date on new

			<p>developments in the areas of work of a CS. Qualities expected are keenness in learning, readiness to meet work exigencies without hesitation, commitment to work, professionalism in approach, with capability to handle all the work independently expected of a Co. Secretary.</p> <p><b>b.</b> Further, incumbent should also have in-depth knowledge and expertise of the Commercial Legislation, Consumer Protection Act, Security Laws including Merger / Acquisitions / Takeover Laws, Cyber Laws, IPR Legislations, Telecom Regulatory &amp; Licensing Laws / Rules including The Indian Telegraph Act, Conveyancing, Civil and Criminal Matters, Administrative and Service Matters, Labour issues, Arbitration matters and RTI Act.</p>
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**2. Job Nature :-**

Company Secretary (CS) & Head (Legal): The job involves all the Statutory & Ministerial Duties of a Company Secretary of a Company. He will also head the Legal Discipline of the Company.

**3. Compensation Package:** Basic Pay, DA, Allowances such as HRA / Leased residential Accommodation, conveyance, medical reimbursement, EPF, Gratuity, Leave travel allowances, etc. are admissible as per the rules of the company.

**4. Medical Standards:-** Candidates should be in sound health and free from color blindness. No relaxation in health standards will be allowed.

**5. Place of Posting:-** Corporate Office, New Delhi

**6. Selection Process:-** Interview

**7. General Information:**

i. Nationality: The candidate should be Indian National.

ii. Disqualification: - The disqualification criteria as applicable in Govt. of India will also be applicable in BBNL.

iii. If any candidate is presently working with any central / state PSU, he/she should inform his / her employer in writing before applying for post in BBNL. Such candidate will have to produce NOC from its employer at the time of interview. **However, in the event of difficulty in getting NOC from his/her parent department, the candidate may submit an undertaking at the time of Interview that he/she will not claim any service transfer benefits / protection of pay in case of his / her selection. Such candidate will be appointed on minimum of the pay scale of the company secretary in BBNL.**

iv. Further, the selected candidate has to submit the proper relieving letter from the present employer in the event of selection in BBNL before joining.

- v. All information submitted in the application will be verified with original documents at the time of interview. If any information provided by the candidate is found to be false or incorrect or not in conformity with the eligibility criteria, then his/her candidature is liable to be rejected/cancelled at any stage of the recruitment process.
- vi. BBNL reserve the right to cancel /amend the advertisement and /or the selection process there under.
- vii. Those outstation candidates called for the interview will be paid to and fro 2<sup>nd</sup> class AC rail fare by the shortest route as per BBNL TA DA rules subject to submission of proof of journey and production of all original document for verification of age, qualification, experience, reservation / relaxation etc. and upon completion of interview.
- viii. Those candidates separated from any PSU on VRS would be required to refund VRS compensation received in the event of selection in BBNL.
- ix. Any corrigendum / clarifications on this advertisement, if necessary, shall be uploaded on BBNL website and no separate press coverage is envisaged for this purpose.
- x. All disputes / cases related to this recruitment process are subject to jurisdiction of courts at Delhi only.
- xi. Before submitting the filled in application candidates should ensure that all the entries are properly filled and are correct.

8. **How to Apply:**

- i. Eligible and interested candidates should visit to BBNL site [www.bbnl.nic.in](http://www.bbnl.nic.in) to download prescribed application format. Application received in any other format will not be entertained.
- ii. **Application incomplete / unsigned, without self-attested copies proving age, qualifications, experience, reservations etc. and application received late due to any reason including postal delay will not be considered.** A recent passport photograph should be affixed at the right hand top corner on the first page of the prescribed application format.
- iii. The envelope duly super-scribed as '**Application for the post of CS & Head Legal**' containing the duly filled in and signed application (**Neatly typed on A-4 size paper in the prescribed format**) along with self-attested copies of the said enclosures and a non-refundable demand draft of Rs. 1000/- (Rs. One Thousand Only) for UR/OBC and Rs. 250/- (Rs. Two Hundred Fifty only) for SC/ST/Ex-Serviceman (SC, ST & Ex-Servicemen candidates are required to submit a self-attested copy of Caste/ Defence Service certificate on prescribed format for Central Government along with Demand Draft) favoring of 'Bharat Broadband Network Limited' payable at New Delhi should be sent to the CGM (HR &A), BBNL, 3rd Floor, C-DOT Campus, Mandi Gaon Road, Mehrauli, New Delhi – 110030 accompanied with the copy of following documents:
  - a) Matriculation Certificate (for age proof);
  - b) Attested copy of certificate of professional degree including LLB and of membership (ACS/FCS) of the Institute of Company Secretaries of India;
  - c) Certificates of other professional qualifications, if any;
  - d) Certificates in proof of experience (clearly indicating the pay scale & no of years served in

- the pay scale as on the cut off date as mentioned), proof of present CTC (for working in private sector)/ present pay scale (for working in Govt.'s PSU);
- e) DD for Rs. 1000/- for UR and OBC applicants & Rs. 250/- for SC/ST & Ex-servicemen applicants in original. (Applicant are required to mention the name & post applied for on back side of DD and SC, ST & Ex-Servicemen candidates are required to submit a self-attested copy of Caste/ Defence Service certificate on prescribed format for Central Government along with Demand Draft)
  - f) A copy of CV (Curriculum Vitae) signed by candidate

**Advance scanned copy of the application along with enclosures be sent by email to [rectt.bbnl@nic.in](mailto:rectt.bbnl@nic.in)**

**Important Date:-**

<b>Particulars</b>	<b>Date</b>
Last date of receipt of application at BBNL's Office	15.03.2018 by 5 PM

**APPLICATION FORMAT**

D.D. No. & Date	Name of issuing Bank Branch	Amount
		₹

1. **Post Applied for** (in Block Letters) : \_\_\_\_\_ - Advt. No. **01/2018**
2. **Name in full** (in Block Letters) :
3. **Father's Name** :
4. **Date of Birth** :
5. **Community** (SC/ST/OBC) :
6. **Religion** : \_\_\_\_\_ whether belong to Minority: Yes/No  
(Please tick)
7. **Name of the Last/Present Organization** : \_\_\_\_\_ (Please tick)

Please affix  
passport size  
photo

(Central/State PSU)	Private
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8. **Correspondence Address** : \_\_\_\_\_ (in Block Letters)
9. **Contact Phone& Fax no.**  
**E-mail ID** : \_\_\_\_\_
10. **Qualifications (Academic & Professional) :**  
ACS/FCS Membership No. \_\_\_\_\_ & Date \_\_\_\_\_

Exam Passed	Year of Passing	Name of the Instt./University	Max marks	Marks obtained	%age of marks

**11. Post Qualification Experience**

Name & address of the Employer	Type of employer (Central or State's PSU or Private (pls specify))	Post held (Designation)	Scale of Pay	Period in Scale of Pay		Brief detail of work handled (Attach separate sheet if necessary)
				Date of apt.	To date	
Present						
Previous						

My total length of post qualification work experience is \_\_\_\_\_ years \_\_\_\_\_ months.

12. **Details of Computer/ERP proficiency:** \_\_\_\_\_
13. **List of Enclosure:** 1. \_\_\_\_\_, 2. \_\_\_\_\_

\_\_\_\_\_  
**Signature of the Candidate**

**Verification**

I declare that the information furnished above by me is true to the best of my knowledge and belief and that nothing material has been concealed.

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

Date : \_\_\_\_\_

\_\_\_\_\_  
**Signature of the Candidate**