



SCOOTERS INDIA LIMITED

(A Govt. of India Enterprise)
Sarojini Nagar, Lucknow - 226008

Advt. No. 01/2021

Scooters India Limited, a Central Govt. Public Sector Enterprise, is Automobile Manufacturer having an integrated plant at Lucknow, Uttar Pradesh and is engaged in the field of Designing, Manufacturing and Marketing of broad spectrum of conventional and non-conventional fuel driven three wheelers under Brand name of 'VIKram'.

1. DETAILS OF REQUIREMENT:

Company is looking for Company Secretary on contractual basis as per details below:

Sl. No.	Name of Post	No. of Post	Period of tenure	Qualification	Maximum age (as on 01.01.2021)
1.	Company Secretary (on contract basis)	01	02 years	CS	35 years

2. REMUNERATION & POST QUALIFICATION EXPERIENCE

Sl. No.	Name of Post & Discipline	Consolidated pay (Rs.)	Minimum Post Qualification experience
1.	Company Secretary	20500/- p.m.	01 year

- Experience of working in the respective field/ discipline in the large Automobile industry will be preferred.
- Only that experience shall be reckoned which is obtained after the date of publication of the result of the essential qualification.
- Experience shall be considered provided the same is in relevant field.

3. HEALTH:

Applicants should be sound health and should meet the medical standards prescribed by the Company.

4. SELECTION PROCEDURE

The selection for the post in the advertisement shall be based on Personal Interview of the screened and short listed candidates only.

Shortlisted candidates for the interview will be required to bring all the necessary original certificates/ documents and additional copy of same. Further, copies of proof of age, experience and caste along with passport size photographs shall also be required.

5. SUBMISSION OF APPLICATION

- a) Interested candidates shall be required to submit their application on prescribed form provided on the Company's website (www.scootersindia.com). Application form not on prescribed format shall not be acceptable. Candidates need to fill the form in full and send the same through Registered post/ speed post only along with self attested copies of educational qualification, experience certificates of employment and caste/PWD certificate/ Ex-servicemen certificate.
- b) Candidates, who are interested should forward their application through registered post clearly superscripting "APPLICATION FOR THE POST OF Company Secretary - Advt. No.01/2021" in the prescribed format to,

Chief Manager (HR)
Scooters India Limited
PO: Sarojini Nagar
Lucknow (UP) - 226008

- c) System of One applicant – One application shall be followed. Multiple applications received, if any, shall not be accepted. In such case first application received shall be considered.
- d) Candidates should ensure that they fulfill the prescribed eligibility and other conditions mentioned in this advertisement. Make sure to clearly mention the name of the position applied for.
- e) All candidates must provide working email ID in the Application Form. Call letters or any other communication shall only be made through email only. Company shall not be responsible for any loss of email due to invalid/ wrong email ID provided by the candidate or due to any other reason whatsoever.

6. AMENDMENTS/ MODIFICATION/ CORRIGENDUM

Any amendment / modification / corrigendum in respect of recruitment through this Advertisement shall only be communicated through the Company's website (www.scootersindia.com). Hence, candidates are advised to keep themselves updated by visiting the website from time-to-time for updates, etc.

7. ADDITIONAL INFORMATION

- a) Only Indian Nationals of 18 (Eighteen) years of age and above are eligible to apply.
- b) SIL has the right to set different as well as higher norms, while short listing, taking into the requirements. Mere fulfillment of qualification requirements does not entitle candidate to be called for interview.
- c) SIL reserves the right to restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement and other academic achievements.

- d) SIL reserves the right to screen and call only such candidates as are found Prima facie suitable for being considered by the Selection Committee. Thus, just fulfilling the prescribed conditions would not entitle one to be called for interview.
- e) Candidates should note that the details provided by them in their application forms are taken on their face value and the onus of proving the correctness and authenticity of the same as and when required lies with the applicant.
- f) No correspondence whatsoever will be entertained from candidates regarding reason for not being called for interview/ outcome of interview.
- g) If it is found at a later date that any information given in the application is incorrect / suppressed the candidature/ appointment is liable to be cancelled/ terminated.
- h) Candidates employed in Government / Semi-Government / Public Sector Undertaking are also required to submit their applications through Proper Channel from their present employer or alternatively, produce a No Objection Certificate (NOC) from their present employer at the time of Interview failing which they shall not be interviewed.
- i) No Travelling Allowance shall be reimbursed for appearing in the Personal Interview.
- j) SIL reserves the right to change the number of vacancies and / or cancel / restrict / modify / alter the recruitment process, if required, without issuing any further notice or assigning any reason.
- k) The selected candidate shall be liable to serve the Company anywhere in India / abroad where it may have business interests.
- l) Other factors remaining the same, preference shall be given to candidates with experience in Core Automobile Industry.
- m) SIL shall not be liable for any delay or loss in postal transit for any reason whatsoever.
- n) Legal jurisdiction in case of any dispute arising out of this recruitment shall be Lucknow only.

Important Dates:

Date of Publication of Advertisement
Last date for receipt of Application

21st January 2021
5th February 2021
