



सिडकुल कॉनकॉर इन्फ्रा कम्पनी लिमिटेड SIDCUL CONCOR INFRA COMPANY LIMITED

बहुविध सभारतंत्र कम्पनी

A Multi Modal Logistics Company

भारत सरकार का उपक्रम - कॉनकॉर एवं सिडकुल का एक संयुक्त उद्यम

(Govt. of India Undertaking - A Joint Venture of CONCOR & SIIDCUL)

Phone : 05944-257102, Web : www.concorindia.com, CIN - U63000UR2013PLC000605

SIDCUL CONCOR Infra Company Limited (SCICL)[the Company], a Joint venture of State Infrastructure and Industrial Development of Corporation of Uttarakhand Limited (SIIDCUL) and Container Corporation of India (CONCOR), which is a Navratna undertaking of Ministry of Railways. The Company is the leader in the field of Containerized Multimodal Logistics Services in Uttarakhand, India. The Company as a subsidiary of CONCOR plays a major role in developing multimodal transport & logistics infrastructure to support Uttarakhand's growing domestic & international trade. The Company is based out of Pantnagar, Rudrapur, Uttarakhand, where it has set up a Multi Modal Logistics Park (MMLP) from where, it provides facilities for Container handling, cargo storage, customs clearance & other value-added services like bonded warehousing, etc.. With its aggressive future plans, the Company is looking for dedicate, committed, self-motivated and talented professional in below mentioned field, who is ready to accept the challenge and can contribute in Company's progress along with his individual growth.

SCICL invites applications from dynamic and result-oriented professionals for **01 (UR)** post of **Company Secretary at Dy. Manager (E-2 grade)** level for which eligibility criteria and other details are tabulated as under:

Advt. No. SCICL/CS/HR/2025-26

Last Date for Receiving the Applications: 01.09.2025

S. No.	Name of Post	Job Specification (as on 30.06.2025)	Job Description
1	Company Secretary Pay-Scale: Rs.50,000-1,60,000 (E2 grade)/IDA	<p>1. Educational Qualification</p> <p>a) CS qualified-Member of the Institute of Company Secretaries of India and should be conversant with working in a computerized environment; and</p> <p>b) Graduation with minimum 60% marks.</p> <p>2. Experience: Essential:</p> <p>a) Total Experience of 12 years, out of which 8 years must be in the capacity of Company Secretary (DIR-12 filed) of a company having paid up capital of at-least Rs.75 Crore;</p> <p>b) Working knowledge of MS office (MS word, excel, power-point, etc.), MCA filing, tenders; and</p> <p>c) Excellent Communication & drafting skills.</p> <p>Desirable:</p> <p>a) Experience of working in Central Govt./State Govt./CPSE or their SPVs/JVs; and</p> <p>b) Experience of working in a Logistics company</p> <p>c) Max. Age: Not more than 40 Years as on 30.06.2025.</p>	<p>a) Excellent knowledge of Company Law and its application including Secretarial Standards, various SEBI Regulations applicable to a subsidiary of listed company, DPE Guidelines as applicable to CPSE and other laws as applicable to a company.</p> <p>b) Drafting of Notice, Agendas and Minutes for the Board, Committee, Shareholder and other Meetings of the Company. Passing Resolutions for company matters under Companies Act, 2013 and the Rules made thereunder.</p> <p>c) Drafting of Annual Report which includes Notice of Annual General Meeting, Directors' Report, Corporate Governance Report and related compliances.</p> <p>d) Preparation and filing of e-forms, returns and applications with Registrar of Companies (ROC) through portal of MCA. Preparing and Maintaining Secretarial Records of Company viz; Statutory Books and Registers.</p> <p>e) Matters related to payment of Dividend, unpaid/ unclaimed dividend and its transfer to IEPF.</p> <p>f) Updation on new developments in various laws and regulations in the area of work of a CS.</p>

Abbreviations: UR: Unreserved, CS: Company Secretary, PSU: Public Sector Undertaking, MCA: Ministry of Corporate Affairs

GENERAL CONDITIONS:

- The qualification specified in the job specification is the minimum essential requirement. Candidates possessing higher qualifications will be considered eligible only if they also possess the prescribed minimum qualification. Mere possession of a higher qualification, without meeting the minimum prescribed qualification, shall not entitle a candidate to be called for the selection process. **Teaching/training/consultancy/freelancing experience shall not be treated as relevant experience.**
- Age, qualification and experience may be relaxed for departmental candidates as per SCICL's Recruitment Rules and Procedures at the discretion of the SCICL management.
- Age relaxation, if applicable, will be given in line with Government guidelines in force.
- Besides Basic Pay, the post carries usual allowances viz. variable IDA, HRA (depending on place of posting) and perks & allowances as admissible as per extant rules of the company from time to time.
- Place of posting will be at company's registered office at Plot No. 4 & 5, Sector-14, IIE, SIDCUL, Pantnagar, Rudrapur, Uttarakhand. However, the selected candidate is liable to be transferred and posted after initial appointment at any office/terminal/unit of the company at the sole discretion of the SCICL.
- Selection procedure may consist of Online Test and/or Group Discussion (GD) and/or Interview.
- Mere fulfillment of eligibility conditions will not entitle an applicant to be called for written Test and/or Group Discussion and/or interview. In the event of receipt of more than adequate numbers of eligible applications, SCICL reserves the right to shortlist and call the candidates for written Test and/or Group Discussion and/or interview to a reasonable limit, on the basis of qualification and experience higher than the minimum prescribed in the advertisement.
- No correspondence will be entertained for non-calling of candidate(s) for online test and/or GD and/or interview and/or for non-selection.
- Candidates appearing for online test and/or GD and/or interview will not get reimbursement for attending online test or GD or interview.
- Number of posts advertised may increase at the sole discretion of SCICL management.
- Appointment to the post is subject to the candidate being found medically fit as per Rules & standards of SCICL and the police verification of character & antecedents of the candidate.
- Candidate must strictly observe that the details furnished by them in the application are true to the best of their knowledge and they are eligible to apply for the concerned post. If it comes to the knowledge of the management at any stage (even after appointment) that the candidate has furnished wrong information and/or they are not eligible as per advertised eligibility criteria, their candidature/services may be cancelled/terminated without assigning any reason.
- Candidates working in Government (Central/State), Semi-Government organization/Public Sector Undertakings of Central/State and Autonomous bodies should apply through proper channel and produce, No Objection Certificate (NOC) at the time of interview. All information submitted in the application will be verified with original documents at the time of interview/document verification. Candidature of such candidates who fail to submit these documents at the time of interview/document verification may be rejected.

14. Caste certificate/Person with disability (PwD) certificate, if applicable, should be submitted in the format prescribed by Govt. of India.
15. Candidate selected for the advertised post is required to execute a service bond of the specified amount to serve the company for a minimum period of three years (excluding the initial probation period of one year). The amount of service bond is Rs. 2 Lakhs plus 12% interest per annum.
16. All information regarding recruitment for the above post viz. detailed advertisement, eligibility criteria, selection process, application form, etc. is available on the website www.concorindia.co.in → HR & Career → Recruitment Notices & Results section.
17. Candidates are advised to visit the website www.concorindia.co.in → HR & Career → Recruitment Notices & Results section for all updates, date and venue for online Exam/GD/interview and other information/Notices, corrigendum, etc.
18. Canvassing in any form will lead to disqualification of the candidate from selection process.
19. Management reserves the right to cancel the recruitment process at any point of time without assigning any reason and/or any notice.
20. In case of any ambiguity arising on account of interpretation in versions other than English, the English version will prevail.
21. In case of any doubt arising regarding interpretation of any general conditions in the advertisement, the decision of SCICL Management shall be final and binding.

Instructions to Applying:

- a) Before applying, candidates must ensure that they are eligible to apply for the post(s) and ready to comply with the requirements and general conditions mentioned in this advertisement.
- b) Eligible candidates have to apply strictly in the prescribed format through off-line mode only and the applications received through any other mode shall not be accepted and liable to be rejected.
- c) Candidate must possess a valid personal email ID and mobile no. for faster communication and should be kept active till completion of this Recruitment Process. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying and must maintain that email account and mobile number.
- d) Application neatly typed on A-4 size paper in the prescribed format should be sent through Registered Post to the **Chief Executive Officer, SIDCUL CONCOR Infra Company Limited, Plot No. 4 & 5, Sector-14, IIE, SIDCUL, Pantnagar, Rudrapur, Uttarakhand**, accompanied with the copy of following documents:
 - (i) Matriculation certificate for DOB proof.
 - (ii) Legible copies of all certificates and marksheets of Essential Qualification and other qualifications, if any.
 - (iii) Experience certificates for previous organization and current organization clearly indicating the length and line of experience and pay-scale as per eligibility conditions.
 - (iv) NOC/Forwarding of application through proper channel of the present organization for Candidates working in Government (Central/State), Semi-Government organization/Public Sector Undertakings of Central/State and Autonomous bodies.
 - (v) Community certificate/Ex-Serviceman certificate/J&K certificate/PwD certificate (for age relaxation), if applicable.
 - (vi) Valid ID proof (PAN/Driving License/Voter id card/Aadhar).
- e) Application duly signed by candidate, with passport size photograph affixed & accompanied by copy of above said documents must be sent in a sealed envelope super scribing: "**Application for the post of Company Secretary vide Advt. No. SCICL/CS/HR/2025-26**"
Note: Application received after last date of receipt of applications and the applications without requisite copies of complete documents/ signature/photograph/proof of application fee - UTR details & number, etc.)/Demand Draft (If applicable) will be summarily rejected.
- f) SCICL takes no responsibility for any postal delays/loss.
- g) Candidates applying for the above post are required to make 'Application Fee Payment' as per details given below:

UR/OBC	SC/ST/PWD/Ex-Servicemen
Rs.1,000/-	Nil

Application may be paid through NEFT/RTGS/IMPS/Demand Draft (DD) as per details given below:

NEFT/RTGS/IMPS	Demand Draft
Beneficiary SIDCUL CONCOR INFRA COMPANY LTD. Bank Name - Bank of Baroda Bank Account – 24980200008706 IFSC code: BARB0RUDRAP (fifth digit is "Zero") Branch: Rudrapur, Udham Singh Nagar, Uttarakhand Important: In case of application fee is deposited through NEFT or RTGS or IMPs, proof of same along with UTR No should be attached while submission of the application.	Favouring: SIDCUL CONCOR INFRA COMPANY LTD. Payable at: Rudrapur, Udham Singh Nagar (UK) Important: In case of payment of application fee is made through Demand Draft (DD), the original Demand Draft should be attached while submission of the application.

- h) Payment of application fee by any other mode is not acceptable and such applications shall be liable to be rejected. Application fee once paid is not refundable and/or adjustable against future recruitments.
- i) Before submitting the application, candidates should ensure that all the entries are properly filled and are correct. Only duly filled and signed applications will be considered.

IMPORTANT DATES:

Particulars	Date
Date of publication of Advertisement in Employment News	02.08.2025
Last date of receipt of applications along with all requisite documents	01.09.2025

For more details / complete advertisement including general conditions, eligibility, application fee, how to apply, etc, candidates are advised to visit website www.concorindia.co.in → HR & Career → Recruitment Notices & Results section, before applying for the post.

SIDCUL CONCOR Infra Company Limited (SCICL)
(Candidates must fill the form strictly according to the instructions contained therein)

APPLICATION FORM FOR POST OF COMPANY SECRETARY
(ADVT. NO. SCICL/CS/HR/2025-26)

Post applied for: _____

1. **Name in full** (In Block letters) : _____
2. **Father's Name** : _____
3. **Date of Birth** (DD.MM.YYYY) : _____
4. **Gender** (Male/Female/Others) : _____
5. **Community** : _____
(UR /SC/ ST/OBC/EWS)

Please affix self-attested
passport size photo here.

6. **PwD (Divyang) candidate:** Yes/No (Please attach certificate):
7. **Ex-Serviceman:** Yes/No (If yes please enclose certificate):
8. **Marital Status:** Married/Unmarried (If married, mention Spouse Name): _____

9. **Whether any working/worked employee of SCICL or CONCOR or SIIDCUL is in relationship/blood relation/nearly relation of applicant** -Yes/No (If Yes, please provide following details):

Name: _____ Designation: _____

Place of Posting: _____ Relationship: _____

Nature of Employment: Regular/Contractual/Service Contract/Deputation/Tenure (please tick).

10. **Religion:** _____
12. **Whether belong to Minority:** Yes / No

13. **Name of Present Organization:** _____, **Designation:** _____

(Please tick)

Govt. (Central/State)	PSU	Auto. Bodies	Others
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14. **Contact No.:** _____

E-mail ID: _____

15. **(i) ICSI Membership No.:** _____ Fellow/ Associate (please tick)

(ii) Other Membership Details:

Name of the Institute _____, **Membership No.** _____

16. **Correspondence Address:** _____

District: _____ **State:** _____ **Pin code:** _____

Country: _____

(ADVT. NO. SCICL/CS/HR/2025-26)

17. Qualifications (Academic & Professional):

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

18. Post Qualification Experience: (From latest to first)

Post held	Scale of Pay/CTC	Name & address of the Employer	P E R I O D			Brief detail of work handled (Attach separate sheet if necessary)
			From date	To date	Total Duration upto (in Yrs. & Months)	

My total length of post qualification work experience is _____ years months as on 00.00.2025

19. Details of Computer/ERP proficiency: _____

20. Details of Application Fee :

NEFT/RTGS/IMPS	Demand Draft
UTR No. Date	Demand Draft No. Drawn on (Bank) Date

21. List of Enclosures:

- 1.
- 2.
- 3.
- 4.

Signature of the Candidate
(Name of candidate)

Declaration

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.

Date : _____
Place : _____

Signature of the Candidate:
Name of candidate: