



1. NRDC, a Section 8 Company under the Companies Act, 2013 and an enterprise of Department of Scientific & Industrial Research (DSIR), Ministry of Science & Technology, Govt. of India is engaged in the development, promotion and transfer of technologies emanating from various national R & D institutions/universities. The Corporation offers its IPR and Technology Transfer services in wide areas like, Chemical, Agro & Food processing, Life Sciences, Mechanical, Electrical & Electronics etc and it acts as an effective catalyst translating innovative research into marketable industrial products. NRDC has the largest repository of Indian technologies and licensed about 2000 technologies to more than 5000 entrepreneurs/start-ups/corporate. NRDC with its presence in Start-up ecosystem is establishing and managing number of Business Incubators, providing consultancy support to MHI, MNRE, IOCL, MoMSME, APEDA, Ministry of Commerce and Industry and is also engaging with large number of foreign bodies like USPTO, AARDO, EBTC etc for enhanced foreign collaboration. Also, NRDC has recently established the facility NETRA (National Establishment for Technology Readiness Assessment), Design Clinic and System Engineering Facility as part of Incubation Centre.
2. NRDC is looking for qualified and enthusiastic persons on long-term contractual basis (03 Years) to coordinate its activities as mentioned below: -

On Long Term Contractual Basis (03 Years)				
S. No.	Place of posting	Designation, No. of Posts, Consolidated remuneration & Age limit	Qualification & Experience	Activities
a)	NRDC Headquarters, New Delhi	Company Secretary Rs.60000 p.m. 40 years OR Dy. Co. Secretary Rs.50000 p.m. 38 years No. of Post: 01	Graduate in Commerce/LLB and Associate Member of ICSI with 10 years' experience in Private/Public Sector/Govt. Depts. and preferably 04 years in a PSU/Govt. Dept../ Graduate in Commerce/LLB and Associate Member of ICSI with 8 years' experience in Private/Public Sector/Govt. Depts. and preferably 03 years in a PSU/Govt. Dept..	❖ Preparation of notices, agenda, resolutions, Directors' Reports, Annual Reports, and Minutes of Board and General Meetings. ❖ Maintaining secretarial records, including Minutes Books, Attendance Registers, Members Registers, Share Transfer Registers and other Statutory Registers. ❖ Filing of various statutory and returns/forms in compliance with Companies Act, 2013 and ensuring adherence to all Secretarial Standards issued by ICSI. ❖ Liaising with regulatory bodies such as the ROC, NCLT, MCA, and the Regional Director to ensure compliance with the Companies Act, 2013 and Rules thereunder. ❖ Update information on DPEBOD Portal about the details of CMD, Directors & CVO of NRDC every month/as and when any change takes place. ❖ Filing of "Format for grading of CPSEs on the basis of their compliance of guidelines on Corporate Governance" ❖ Obtaining Director Identification Number (DIN) for the Directors of NRDC. ❖ Representing in various internal Committees for explaining the related Corporate Laws and coordinating with PCS for related matters. ❖ Any other Task/responsibilities assigned by the management.

3. Note:

- a) The engagement will be purely temporary on contract basis and will be for an initial period of three years to be renewed annually based on performance.
- b) Higher remuneration could be considered for deserving candidates.
- c) NRDC reserves the right to renew or extend further engagement at its discretion on the basis of performance and need to be reviewed annually.
- d) The person engaged on contractual basis shall have to execute a secrecy agreement with the Corporation.
- e) The incumbent engaged on contract will not have any claim, implicit or explicit, for consideration against any regular post in NRDC. However, the incumbent may be considered for regularisation post completion of minimum of three years' contractual period, based on his/her performance and solely at the discretion of the Management. An annual increment of upto a max of 10% may be given to contractual employees based on performance to be reviewed annually.
- f) Contract may be terminated at any time by giving one-month notice by either side.
- g) No TA /DA is payable for attending the interview.

4. General information for all the candidates including Terms & Conditions: -

- a) Age relaxation/concessions to the reserved category candidates/internal candidates shall be as per Govt. of India/NRDC Guidelines. All reserved category candidates shall submit attested copies of the latest Caste Certificate issued by the Competent Authority on the prescribed format and must enclose it with the application form for claiming relaxation/concession.
- b) Candidates employed in Government and Semi-Government Organizations, Defence Forces, Public Sector Undertakings, must apply through proper channel without which their candidature will not be considered. The applicant shall ensure that the application must reach before the closing date.
- c) The short-listed candidates will be required to bring Original Certificates/ Testimonials and a photocopy of each of them at the time of interview.
- d) NRDC reserves the right to amend/alter/change/modify the number of posts or any or all of the conditions if necessary or cancel the advertisement/recruitment without assigning any reasons thereof.
- e) Candidates are requested to provide their active email Id/Mobile phone numbers/Landline phone No. in the application form for easy contact.
- f) The invitation to candidates for interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected or his/her conditions specified in the application will be accepted.
- g) NRDC 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.
- h) No correspondence whatsoever will be entertained from candidates regarding reason for not being called for interview/outcome of interview.
- i) The candidate is responsible for the correctness of the information provided in the application.
- j) If it is found at a later date that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled/terminated.
- k) The selected candidates have to join the duty within one month of receipt of the offer letter alongwith medical fitness certificate from the hospital recognized by NRDC for the purpose.
- l) Though the initial posting will be as mentioned against the post but he/she may be transferred/posted anywhere within or outside the country as the posts are transferrable.

- m) In case of any dispute/ambiguity that may occur in the process of selection, the decision of the NRDC shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
- n) Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.
- o) Applicants must not furnish any particulars that are false, tampered or fabricated, or suppress any material/information while submitting the application and self-certified copies/testimonials.
- p) Candidates are required to apply through the application form provided with this advertisement, which is available on our website. Applications submitted without the prescribed form, or merely sending a resume, shall not be considered for screening.**
- q) Recruitment/selection for the post of Company Secretary or Dy. Co. Secretary shall be restricted to one post only, based on the skills, experience and suitability of the candidate for appropriate level/post.**
- r) 'Corrigendum' or 'Addendum' or 'Cancellation' to this advertisement, if any, shall be published on the website of NRDC. Therefore, the Applicants are advised to check the website of NRDC regularly.
- s) Canvassing in any form, by or on behalf of any candidate shall *lead to the disqualification/ cancellation of candidature.*

5. How to apply: -

Interested candidates must send application in the prescribed format enclosed at **Annexure-I** directly on email at jobs@nrdc.in attached with a copy of all essential & requisite certificates and must also forward a printout of the application by post. The applications may be sent within 10 days of publication of the advertisement to the following address:

The Junior Assistant Manager (Personnel)
NRDC, 20-22, Zamroodpur Community Centre,
Kailash Colony Extension,
NEW DELHI-110048.

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Annexure-I**NATIONAL RESEARCH DEVELOPMENT CORPORATION**

20-22, Zamroodpur Community Centre,
Kailash Colony Extension,
NEW DELHI-110048.

Brief Bio-Data

(To be filled and submitted along with the application)

Please attach
passport size
photograph

Post Applied for:_____

1 Name (in Block Letters) :

2 (a) Communication Address :

(In Block Letters)

Phone/Mobile No.

(b) Permanent Address :

(In Block Letters)

Phone/Mobile No.

(c) Email ID :

3. Father's name :

4. Date of Birth :

(As per Matriculation Certificate)

5 Marital status Married / Single :

6. Religion :

7 Whether Reservation Category Belongs to : YES/NO

8. If Yes, (Tick the appropriate) : SC/ST/OBC/XSM/PH/EWS/GENERAL

9. Educational Qualifications :

Examinations passed (Enclose Marks Cards / Certificates)	Percentage of Marks	Year of passing	Board/Institute	Remarks
Secondary (10 th) or its equivalent				
Sr. Secondary (12 th) or its equivalent				
Company Secretary(CS)				
Any other Professional Qualification				

10. Experience:

(Starting from current position in descending order)

Name of Organization	Designation/ Post	Period From To	Salary Drawn	Brief detail of assignments

11. Name of two references:-

1.Name_____

Designation_____

Address_____

Phone No._____

2.Name_____

Designation_____

Address_____

Phone No._____

Signature of the candidate

Place:

Date: