

'DELHI TRANSCO LIMITED'
(A Govt. of NCT of Delhi Undertaking)
Shakti Sadan, Comrade Indrajit Gupta Marg, ITO New Delhi-110002.

ADVERTISEMENT

Applications are invited from eligible candidates for appointment purely on contract basis in Delhi Transco Limited (A Govt. of NCT of Delhi Undertaking) for the post of **Asstt. Company Secretary**, on fixed remuneration of Rs. 26,000/- + 2,000/- as conveyance and Rs. 1,000/- as telephone charges per month, as per rules of the Company. The initial appointment shall be for a period of one year, which may be extended on the basis of requirement and performance.

A. Eligibility Criteria :-

Essential :

Graduate with membership of The Institute of Company Secretaries of India.

Desirable:

- i) 2 years post qualification experience in Secretarial field. The incumbent should be fully conversant with all the aspects of works of the Company Secretary.
- ii) Degree in Law/Financial Management/ICAI/ICWAI.

B. Age: Not exceeding 32 years.

The appointment will be purely on contract basis and extension in period of contractual appointment will be subject to the performance of the individual and requirement of the Company. The appointment can be terminated any time even before expiry of contractual period at the sole discretion of the Company. The candidate shall have no right to claim for any regular employment in DTL.

Willing & eligible candidates may send their applications, giving the full details of qualifications & experience, to the Dy.Manager(HR)-G, Delhi Transco Limited, 3rd Floor, Shakti Sadan, Comrade Indrajit Gupta Marg, New Delhi-110002 (Tel. No; 23236401, 23236599), within 30 days from the date of issuance of this advertisement.

The Appointing Authority shall have the right to modify/change any of the criteria at its sole discretion.

(Anuj Kumar)
General Manager (HR)

