

**ADVERTISEMENT NO. 01/2021**

**ADVERTISEMENT FOR THE POST OF COMPANY SECRETARY**

The Troop Comforts Ltd. requires filling in 01 position of Company Secretary amongst experienced, talented professionals with impeccable performance history and observable leadership traits.

The essential qualification and experience for the post of Company Secretary is as under:-

**Essential Qualification:**

1. Candidate must be registered as Company Secretary with Institute of Company Secretaries of India.
2. Candidates with background of M.Com / CA Inter / CMA Inter will be preferred.

**Experience:**

1. Post qualification experience of Minimum 5 years as Company Secretary of a Corporate, with turnover of Rs. 800 Cr or more in last financial year or a listed company in India.
2. Experience of working with PSU shall be preferred.
3. Experience of handling Finance & Accounts of a corporate in addition to Company Secretary shall be preferred.

**Age Limit:**

Maximum 35 (Thirty Five) years (As On 01/01/2022).

(Note:- Date of birth as per SSC/School Leaving Certificate age as on 01.01.2022 should be mentioned)

**Pay Scale:**

Pay Scale of Rs.67700-1,12,100/- (Level-11 of 7<sup>th</sup> CPC) and other allowances as per the Rules of the Company.

**Application Fee:**

Nil

**How to Apply**

1. Candidates are required to have a valid personal email ID / Mobile no. It should be kept active during this recruitment process.
2. In case, candidate does not have a valid personal email ID, he/she should create his / her new email ID before applying.
3. If message or email regarding recruitment process is NOT received by candidates due to any reason, TCL will NOT be responsible for the same.
4. Candidates should send duly filled Application Form with a recent passport size photograph affixed thereon along with self attested copies of certificates in support of Qualification, Experience, Age etc by registered Post / Courier to:-  
"The Chairman and Managing Director, Troop Comforts Ltd., G.T. Road, Kanpur- 208013" so as to reach on or before 17.01.2022.
5. A copy of the same be forwarded on email to dir.hr@troopcomfortslimited.co.in
6. Post applied for must be clearly written on the envelope, while forwarding application and attested copies of supporting documents.
7. Candidates are requested to retain one copy of dully filled application form & other testimonials with them.
8. Incomplete applications and those not supported by self attested copies of certificates, are liable to be summarily rejected.

9. Applications received after due date will not be entertained. The Company will not be responsible for any postal delay.
10. The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
11. The Company reserves the right to modify or cancel the Advertisement / Selection process fully or partly on any grounds and such decision of the Company will not be notified or intimated to the candidates.

#### Important Conditions about Selection Process

1. The detail regarding Selection process / Personal interview etc. for the post advertised will be communicated on e-mail and telephonically on the Mobile / Telephone No. mentioned by the candidates in their application form from time to time.
2. Candidate will have to appear for Selection process / Personal interview at the Venue at his / her own expense & risk and Troop Comforts Ltd. will not be responsible for any injury or losses, etc. of any nature.
3. If the number of applications is large, then suitable criteria will be fixed to shortlist the candidates for Selection process / Personal interview.

#### GENERAL CONDITIONS

1. The candidates applying should ensure that they fulfill all eligibility criteria. Their admission to all stages of the recruitment process will be purely Provisional subject to satisfying the prescribed eligibility criteria mentioned in the advertisement. Company will take up verification of eligibility conditions with reference to documents submitted by the candidate only after the candidate has qualified for Personal Interview.
2. Essential qualifications are minimum and mere possession of the same does not entitle the candidate to be called for Selection Process. Considering the experience, the candidates will be shortlisted for selection process.
3. The Advertisement and Format of Application is available on the Company's website: <https://www.troopcomfortslimited.co.in>
4. Failing to submit necessary documents along with the Application Form, the candidate will be disqualified.
5. The candidates should have good knowledge of "Hindi and English." Both speaking and writing.
6. The candidate should ensure that he/she fulfills the eligibility criteria regarding educational qualification, age, experience, etc. & the particulars furnished in the application form are correct in all respect.
7. Any false / incorrect information furnished by the candidate if detected at any stage of recruitment process, his/her candidature will not be considered.
8. If the candidate knowingly or willfully furnishes incorrect or false particulars or suppresses material information, he/she will be disqualified and if appointed, shall be liable for dismissal from the Company's service without any notice or assigning any reasons whatsoever.
9. Any request for change of address and enclosing supporting documents later on will not be entertained.
10. Candidates working in Govt. / Semi-Govt. undertaking will have to produce No Objection Certificate from their Employer at the time of Personal Interview.
11. The record with regard to this selection process will be maintained for three months from the date of declaration of result of this advertisement.
12. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to their selection / recruitment shall be considered as DISQUALIFICATION.
13. Any legal proceedings in respect of any matter (s) or claims or dispute arising out of this recruitment and or out of this advertisement can be instituted only at Kanpur jurisdiction only.

## APPLICATION FORM-Company Secretary

To

The Chairman and Managing Director,

Troop Comforts Ltd., G.T. Road,

Kanpur-208013

Affix your

Recent colour  
Passport size  
photograph

1. POST \_\_\_\_\_ Company Secretary  
APPLIED  
FOR:

2. Name in full (Surname first) (IN CAPITAL LETTER)

[illegible]

### 3. Full Address

a) Residence: (with Telephone No., Mobile No., e-mail address etc.)

[illegible]

i) email ID

ii) Mobile No.

b) Office: (with Telephone No., Mobile No., e-mail address etc.)

[illegible]

i) email ID

ii) Mobile No.

4. Date of Birth

(a) Age as on 01/01 /2022 : \_\_\_\_\_Years\_\_\_\_\_Months\_\_\_\_\_Days

5. Gender: Male ☐ Female ☐

6. Marital status : Married ☐ Unmarried ☐

7. Present/Last Job Location and Designation:

### 8. Qualification Details:

**Educational / Professional Qualification:**

[illegible]

## 9. Experience:

### Details of experience:

(If required attach separate sheet)

[illegible]

10. Details of affiliation with Professional Bodies / Institution / Society:

| Name of the Body | Membership No. | From - To |
|------------------|----------------|-----------|
|                  |                |           |
|                  |                |           |
|                  |                |           |

11. Any Specific achievement: (If required attach separate sheet)

12. Any Other Information: (If required attach separate sheet)

**Declaration:**

- i) I declare that all the above information and particulars are correct and that I will stand disqualified if any information is found to be incorrect at any stage.
- ii) I am liable to be disqualified for the post applied. I hereby declare that I am not facing any disciplinary action.
- iii) I undertake to abide by all the conditions and General conditions mentioned in the advertisement given by the Company.

Place:

Date:

Signature  
(Name of Applicant)