

**WAPCOS LIMITED**  
**(A Government of India Undertaking)**  
**(76-C, Sector-18, Institutional Area, Gurugram, Haryana)**

NO.WAP/5/807/2023/HR.

Date: 31/01/2023

WAPCOS Limited requires Company Secretary as Manager (Corporate Affairs) on regular basis. The requisite qualification, minimum experience, age and pay package for the post are as under:

<b>Sl. No</b>	<b>Name of the Post and pay Scale</b>	<b>No. of post</b>	<b>Maximum Age (As on 01.01.2023)</b>	<b>Minimum Experience (As on 01.01.2023)</b>	<b>Qualification Details</b>
01	Manager (Corporate Affairs) in the Pay scale of Rs.50,000-1,60,000(IDA)	01	40 Years	5 to 10 years Post Qualification experience in a CPSE/Listed Company as Company Secretary	<ul style="list-style-type: none"> <li>• Graduate Degree from a recognised University with Professional Qualification of ACS/FCS of the ICSI</li> <li>• Preference shall be given to a candidate having Degree in Law from a recognised Indian University (Job description attached).</li> </ul>

- Incumbents will be entitled for CPF as per rules of the Company.
- Applicants are requested to submit the following fee in the form of demand draft drawn in favor of WAPCOS Ltd payable at **Gurugram** along-with the Application Form:
  - Rs.1000/- in case of General/OBC candidates
  - Rs.500/- in case of SC/ST/PWBMD and female candidates
- Those who are working in Govt. Departments/PSUs/Autonomous Bodies are required to apply through proper channel or produce `No Objection Certificate` and Vigilance Clearance at the time of interview.
- Number of Post may vary as per the requirement of the Company.
- Management reserves the rights to fix the criteria to restrict the number of candidates to be called for Interview.
- No residential accommodation will be provided. However, HRA will be provided as per rules of the company.
- Before submission of application, the candidate must ensure that he/she fulfills the eligibility criteria and other norms mentioned in the advertisement.
- Age relaxation for SCs/STs/OBCs and PWBMDs will be as per Government rules.

- CVs should be in the prescribed proforma **along with photocopies of documents in support of date of birth, qualification and proof of category etc. in case of candidate belonging to reserved category** and post applied for should be superscribed on the envelope of the application.
- SC/ST/PWBMD candidates coming from outstation for appearing in the Interview will be paid rail/bus fare by the shortest route as per rules/sleeper class on production of tickets/proof.
- The post of Manager (Corporate Affairs) is required for Corporate Office, New Delhi/Gurugram. However, the selected candidate is liable to be posted anywhere in India or abroad as per Company requirements.
- The mere fact that a candidate has submitted his/her application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her the right to be definitely called for interview/considered further for the engagement.
- The Applicant should have valid Indian Passport will be required at the time of joining.
- The Company will not be responsible for any postal delay within the specified time.
- Interested candidates fulfilling the eligibility criteria may send their CV in the prescribed proforma in an envelope superscibing post applied for Manager (Corporate Affairs) within 21 days from the date of advertisement to:

**Head (HR)**  
**WAPCOS LIMITED,**  
**76-C, Institutional Area, Sector-18,**  
**Gurugram-122015 (Haryana)**

- For details and proforma visit our website [www.wapcos.co.in](http://www.wapcos.co.in) and for further Clarification call +91-0124-2399421 (Extn-1206).