



एन्ट्रिक्स कॉर्पोरेशन लिमिटेड, बेंगलूरु
ANTRIX CORPORATION LIMITED, BENGALURU
 अंतरिक्ष विभाग के अंतर्गत भारत सरकार की एक कंपनी
A Government of India Company under Department of Space
 कंपनी सचिव तथा कनिष्ठ विधि अधिकारी की भर्ती
RECRUITMENT OF COMPANY SECRETARY AND JUNIOR LEGAL OFFICER

कंपनी का परिचय/Company's Profile:

Antrix Corporation Limited (ANTRIX), a Government of India company, is an apex-marketing agency devoted to marketing internationally, the space products and services developed by ISRO and Indian Industries with a vision to emerge as a globally significant Space company. ANTRIX has been progressively growing from strength to strength and offers challenging opportunities for the talented professionals. For more details, please log on to our website www.antrix.co.in

भर्ती/Recruitment:

ANTRIX invites online application from Indian Nationals for the posts of **“Company Secretary”** in the Level 12 (78,800-2,09,200) and **“Junior Legal Officer”** in the Level 10 (56,100-1,77,500) of Pay Matrix of CCS (RP) Rules 2016 .

रिक्तियाँ/Vacancies:			
पद सं Post No.	पद का नाम Name of the Post	रिक्तियों की कुल संख्या Total number of vacancies	आरक्षण की स्थिति Reservation Status
पद सं/Post No. 1	Company Secretary	01	Unreserved
पद सं/Post No. 2	Junior Legal Officer	01	Unreserved

शैक्षणिक योग्यता, योग्यता के बाद के अनुभव एवं आयु सीमा /Educational qualification, Post qualification experience & Age Limit :-

पद सं Post No	पद का नाम Name of Post	आवश्यक योग्यता Essential Qualification	योग्यता के बाद के अनुभव/ Post qualification experience	आयु सीमा/ Age Limit*
1	कंपनी सचिव/ Company Secretary	<ul style="list-style-type: none"> • First class Bachelor Degree in any discipline from an University approved by UGC/ Government of India. • Associate Member of Institute of Company Secretaries of India 	<ul style="list-style-type: none"> • Minimum of 5 years post qualification experience in PSUs or reputed companies. • He/she should have independently handled company law matters and compliance of corporate governance. The candidates should be well versed with formation of Joint Venture Companies, drafting of agreements, contracts and other legal documents. Knowledge in Economic Laws, Taxation. Interpretation of financial statements and DPE guidelines are desirable. 	Upper Age Limit 45 years as on the last date for receipt of application

2	कनिष्ठ विधि अधिकारी/Junior Legal Officer	<ul style="list-style-type: none"> • First class Bachelor Degree in law (Full Time LLB) after Graduation in any discipline OR First class Full time Integrated Law Course of minimum duration of 5 years from a recognized University/ Institution as approved by UGC/ Govt. of India. • Candidates should be registered with the Bar Council in India. 	<ul style="list-style-type: none"> • Minimum of 2 years post qualification full time work experience in the field of law in India such as practicing at the Bar/working with Law firms/handling legal work under employment with Private / Public organization or with Central / State Government. • He/She should be well versed with Contract Laws, Corporate & Allied Laws, Tax Laws, Intellectual Property Rights Law. • Conversant with drafting of agreements, contracts, deeds and other legal documents. He/She should have adequate knowledge of Contract management, Corporate Governance, compliance of DPE guidelines and handling litigations. • Internship during continuation of LLB Programme will not be considered as experience. 	Upper Age Limit 35 years as on the last date for receipt of application.
<p><u>*Ex-Serviceman/PWD/Widow/Divorced Women and Women judicially separated from their husbands and who are not remarried; Meritorious Sportspersons are eligible for age relaxation as per Govt. of India orders.</u></p>				

1. **कैसे आवेदन करें/How to apply:**

The application for on-line registration will be hosted in the ANTRIX web-site between 20th November 2017 and 15th December 2017. Candidates may visit our web-site at www.antrix.co.in to register their applications on-line between 20th November 2017 and 15th December 2017. The candidates registered under National Career Services (NCS) portal and fulfilling the eligibility conditions may visit ANTRIX website and follow the application procedure as stated. Applications will be received on-line only. Scanned copies of latest passport size Photograph and Signature of the candidates in the prescribed file size is required to be uploaded in the application. Upon registration, applicants will be provided with an on-line Registration Number, which should be carefully preserved for future reference. Valid e-mail ID of the applicant will have to be given in the application compulsorily. Antrix will not be responsible for bouncing of any e-mail sent to the candidate.

2. **आवेदन शुल्क/ Application Fee:**

There will be an Application Fee of **Rs.500/- (Rupees Five Hundred Only)** for each application. Candidates may make the payment 'online' using Internet Banking/Debit Card or 'Offline' by visiting nearest SBI Branch. Candidates after submitting their application can pay application fee online immediately or any day before the last date for fee payment i.e. 16th December 2017 (11:59) pm. The last date for submitting online application is 15th December 2017 (Candidates are, however, advised to make online payment by 15th December 2017 to avoid any unexpected transaction failures/issues). The process followed for each case is shown below:

- (1) If candidate desires to pay application fee immediately then he/she on submitting application will be shown a web page displaying registration number. On same web

page, there exists “**Make Payment**” button which candidate may click and follow the payment process as outlined below:

- (2) If the candidate wants to pay application fee later, he/she can pay the fee before closure of the advertisement by accessing the link “**Make Payment**” link available in advertisement page. Candidate has to provide his/her registration number, Date of Birth and later click on the “**Make Payment**” button and follow the payment process as outlined below:

3. **आवेदन शुल्क भुगतान की प्रक्रिया/Process for application fee payment:**

The candidates on clicking the Make Payment button will be redirected to State Bank **Multi Option Payments Systems (MOPS)** page. The candidate may choose one of the payment modes shown below for making payment.

1. Net Banking: State Bank of India
2. Net Banking: Other Banks
3. Debit Card: State Bank of India
4. Debit Card: Other Banks
5. Credit Card: State Bank of India
6. Credit Card: Other Banks
7. Pre-printed SBI Challan(Candidates should download Challan, print and pay the application fees in cash at any SBI Branch within 3 days of generation of challan or last day for payment, whichever is earlier). The challan will be valid for the next three days only, from date of generation. If payment is not made within 3 days the challans, which are older than the specified time will be deemed unsuccessful. However, the candidate may regenerate fresh challan, if required or alternatively, make online payment.

Note:

- (i) Though application fee charged by ANTRIX is same across the payment modes the bank charges and taxes may vary. Therefore candidates are required to carefully follow the instructions shown. In case of Net banking and debit cards payments, the candidate on successful payment will be redirected to ANTRIX web portal and shown a page displaying transaction details.
- (ii) During entire payment processing do not click REFRESH or BACK button, else session will be aborted.
- (iii) Please follow the instructions of the banks/payment gateways with respect to the mode of payment (net banking, debit cards, across SBI counters)
- (iv) Candidates can check Payment status and Print Receipt by visiting “Payment Status” link available in advertisement page. No other mode of payment will be acceptable. For any technical issues with online payment candidates may send an email to ‘career@antrix.co.in’

4. **All Women candidates/Scheduled Castes (SC)/ Scheduled Tribes (ST); Ex-serviceman [EX] and Persons with Disabilities (PWD) candidates are exempted from payment of Application Fee.** However, after registration of application on-line, the candidates have to down-load and print the personalized registration confirmation form from the ANTRIX system which will contain the Name of the candidate, Registration Number, Advertisement No., and Post code for future reference.

5. In case of submission of duplicate/multiple applications by Women candidates/Scheduled Castes (SC)/ Scheduled Tribes (ST); Ex-serviceman [EX] and Persons with Disabilities (PWD) candidates, the last application submitted before the last date for submission of application shall be considered for further processing.

In case of submission of duplicate/multiple applications by other candidates including OBC, the application against which the 'application fee' has been received within the last date for payment of application fee only will be considered.

6. **All candidates have to mandatorily furnish Documentary Proof of Experience within seven days of filing the applications on-line and in any case not later than 20th December 2017 to Sr Administrative Officer ANTRIX Corporation Limited, Bengaluru, at e-mail ID career@antrix.co.in. Non-receipt of Proof of Experience within the stipulated date will be treated as incomplete application and will be summarily rejected without assigning any reasons and no correspondence in this regard will be entertained.**

Candidates who are already employed under Central/State Govt./PSUs/ Autonomous Bodies have to send '**No Objection Certificate**' from the employer concerned, duly indicating their Registration Number and Post Code to the **Sr. Administrative Officer, ANTRIX Corporation Limited, Bengaluru, at e-mail ID career@antrix.co.in**. Candidates will not be allowed to attend interview without submission of No Objection Certificate.

7. **चयन प्रक्रिया/Selection Process:**

The qualification prescribed is the MINIMUM requirement and the same does not automatically make candidates eligible for selection. Based on the academic performance and experience, initial screening will be conducted and Candidates who meet the qualifying criteria will be shortlisted for Assessment. Only those qualified in assessment will be called for interview.

8. **वेतन एवं भत्ते/Pay and Allowances:**

Selected candidates will be appointed as **Company Secretary in the Level 12 of Pay Matrix of CCS (RP) Rules 2016 and will be paid minimum basic pay of Rs.78,800/- p.m** and **Junior Legal Officer in the Level 10 of Pay Matrix of CCS (RP) Rules 2016 and will be paid minimum basic pay of Rs.56,100/- p.m.** In addition, Dearness Allowance, House Rent Allowance [HRA], Transport Allowance at the prescribed rates in force at the place of posting will be paid for those who are not availing Departmental Housing and Transport facility, respectively. The employees of ANTRIX will be governed by the National Pension System (NPS-Corporate Scheme). The company provides for excellent growth potential for the right individuals. On employment in ANTRIX, other facilities available are medical facilities for self and dependents, subsidized canteen, limited housing facility for fresh entrants in lieu of HRA, Leave Travel Concession as per CDA pattern and postal Insurance coverage.

9. **अन्य शर्तें/अनुदेश/Other Conditions/Instructions:**

- Candidates may select the appropriate post and fill in the prescribed Application form.
- The candidates registered under National Career Services (NCS) portal and fulfilling the eligibility conditions may visit ANTRIX website and follow the application procedure as stated in the previous paragraphs. The posts are temporary, but likely to continue.

- The number of posts indicated above are provisional and may vary depending on the actual requirements.
- The candidates shall be called for assessment test/interview based on the declaration of age, qualification, experience, etc., furnished in the online application and proof of experience. If it is found that the candidate is not possessing the required qualification, experience, etc., at a later date, the candidature will be summarily rejected at any stage of selection process.
- Candidates attending the interview will be reimbursed to and fro second-class train fare by the shortest route from the city indicated in the on-line application form to the place of interview (change of address and city for the purpose will not be entertained).
- Candidates called for interview will have to produce all relevant original documents in proof of details furnished in their applications submitted on-line, at the time of interview. If any information furnished on-line is found to be wrong or false, the candidate will not be interviewed and TA will not be paid.
- No TA will be paid for attending the Assessment Test.
- ANTRIX reserves the right not to fill up all or any of the posts, if it so desires.
- Only Indian nationals need to apply.
- No interim correspondence will be entertained. In case of any clarification, candidates may contact Senior Administrative Officer, ANTRIX Corporation Limited through e-mail 'career@antrix.co.in'.
- ANTRIX strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- Application fee once paid will not be refunded in any case / circumstances. Candidates must go through all instructions and eligibility criteria carefully before remitting application fee.

10. **It is for the candidate to ensure that he/she fulfills the eligibility criteria and complies with the requirements adheres to the instructions contained in this advertisement as well as in the application form. Candidates are, therefore, urged to read the advertisement carefully and complete the application form and submit the same as per instructions given in this regard.**

11. **ANTRIX will not be responsible for delay in delivery of the documents or missing of documents sent by the candidate during transit.**

12. **ध्यान रखने हेतु महत्वपूर्ण तिथियाँ/Important dates to remember:-**

ऑनलाइन आवेदन करने की आरंभिक तिथि/

Opening date for Submission of Online Application

20th November 2017

ऑनलाइन आवेदन करने की अंतिम तिथि/

Closing date for Submission of Online Application

15th December 2017

शुल्क भुगतान करने की अंतिम तिथि/Last date for payment of fee

16th December 2017

उपर्युक्त पैरा-6 में निर्दिष्ट दस्तावेजों को एन्ट्रिक्स में प्राप्त करने की

अंतिम तिथि/Closing date for receiving documents at ANTRIX

as mentioned in Para-6

20th December 2017

अपने आवेदन की स्थिति पर अद्यतन जानकारी के लिए एन्ट्रिक्स की वेबसाइट www.antrix.co.in

देखें /VISIT ANTRIX's WEB-SITE www.antrix.co.in FOR LATEST UPDATES ON THE STATUS OF YOUR APPLICATION.