

Company Profile

SIFL is a PSU engaged in the manufacture of forgings with Carbon Steel, Alloy Steel, and Titanium Alloy, Aluminium Alloys etc., catering to the needs of Aerospace, Defence, Railways, Oilfield, Heavy Engineering Sectors and exports. The company also has got a Precision Machining Unit at Shoranur. The Company is on the threshold of expansion, and desires to fill up the following vacancy:

Job Profile & Qualification

Post	COMPANY SECRETARY in Deputy Manager level
Vacancy	One (Permanent post)
Category	General
Job Profile	<ul style="list-style-type: none">● The incumbent shall be entrusted with the entire Company Secretary functions of the company.● Must have proven track of handling various Company Secretaryship functions preferably in a manufacturing organisation.● Must have good communication skill (in English & Malayalam) both written & Spoken.● Must be able to utilize management resources to achieve optimum results and shall report to the Managing Director.
Responsibility	<ol style="list-style-type: none">1. Prepare agendas and papers for Board meetings, Committees and Annual General Meetings (AGMs) and follow up on action points.2. Convene and service AGMs/Board meetings, take minutes, draft resolutions, and lodge required forms and annual returns with appropriate departments.3. Ensure operations are in accordance with Rules and Regulations4. Facilitate good communication between the Board, committees, Senior Management and Directors.5. Develop and oversee the systems that ensure the Company complies with the provisions of the Companies Act and statutory requirements.6. Advising on the legal implications of Company Policies and Procedures under Companies Act.7. Provide support to the Finance Dept in Financial matters8. He/She is responsible to aid and advise the Managing Director on all matters relating to Company Secretaryship.9. Any other duties that may be assigned by the Managing Director from time to time.
Qualification	Essential: Associate member of the Institute of Company Secretaries of India (ACS)
Experience	3 years' experience in the relevant field.
Age Limit	Maximum age limit is 45 years as on date of notification with usual relaxation.
Details of Appointment including salary package	<p>The appointment shall be on probation for a period of 1 year in the scale of pay of Rs.22360-560-24040-620-27140-680-29860-750-32860-820-36140-900-37940 (Pre-revised) in Deputy Manager Cadre. The Emolument includes DA at Government rates and applicable HRA.</p> <p><u>Other Benefits on confirmation of probation includes</u></p> <ul style="list-style-type: none">● Company Insurance, Earned Leave, Employees Provident Fund, Gratuity, Accident Insurance etc.● During the probation period only EPF & Accident insurance will be given.

How to apply	<p>Application form and Index Card can be downloaded from the SIFL website www.siflindia.com . Filled in application form along with the following documents should be send to The Managing Director, Steel & Industrial Forgings Limited, Athani PO, Thrissur - 680 581, Kerala by Registered Post.</p> <ul style="list-style-type: none"> • Detailed CV along with details of present salary drawn, if any • Self-attested copies of certificates to prove Age, Qualification, Community and Experience • Passport size photograph (taken within six months) to be affixed in the application form • Application with documents should be send by Registered Post only to the given address. • Envelope should be superscribed as “APPLICATION FOR THE POST OF COMPANY SECRETARY”. • Application with all details should reach the above address on or before 01.06.2022. • Application send otherwise than through the prescribed mode mentioned herein will not be accepted. • Applicants must ensure their eligibility before applying and remitting the fees.
Application Fee	<ul style="list-style-type: none"> • The fee for general category is Rs.500/- and fee for SC/ST is Rs.250/-. Fee to be paid by Demand Draft drawn in favour of Steel And Industrial Forgings Limited payable at Thrissur along with the application.
General Conditions	<ol style="list-style-type: none"> 1. SIFL reserves the right to restrict/alter/cancel/modify the recruitment process if need arises without assigning any reason for the same. 2. Communications with regard to this recruitment will be made through electronic media only (E-mail). 3. Upon selection the incumbent must undergo Police verification as mandated by the Government. 4. SIFL will not be responsible if applications are not received within the stipulated time to the given address.