

**FOOD CORPORATION OF INDIA  
HEADQUARTERS  
16-20, BARAKHAMBA LANE  
NEW DELHI-110001**

**ADVERTISEMENT FOR ENGAGEMENT OF COMPANY SECRETARY(CS)  
CUM COMPLIANCE OFFICER ON CONTRACTUAL BASIS (FULL TIME)**

Applications are invited from eligible Indian citizens for the appointment of Company Secretary (CS) cum Compliance Officer in Food Corporation of India, New Delhi on contractual basis (full time), as per terms and conditions given in this advertisement. Application form (Annexure-I) duly filled-in in all respects should be submitted to Food Corporation of India, 16-20, Barakhamba Lane, New Delhi- 110001 within 45 days from the date of publication of the advertisement in the Employment Newspaper.

1.	Age	The maximum age limit for submitting applications is 62 years as on the closing date of submission of application
2.	Educational Qualification/ Professional Skill Requirements	<u>Essential Qualification:</u> 1. Graduate from a recognized University. 2. Candidate should be a member of the Institute of Company Secretaries of India (ICSI) <u>Desirable Qualification:</u> LL.B./ C.A./ CMA/ M.Com. from a recognized University.
3.	Experience	<ul style="list-style-type: none"> <li>• Minimum 15 years of experience, out of which 10 years of post-qualification experience of working as a Company Secretary in a Govt./ PSU/ Commercial Bank / Financial Institution or other reputed Corporate entity.</li> <li>• Experience in handling SEBI Listing Obligations &amp; Disclosure Requirements (LODR) related matters and other SEBI Regulations.</li> <li>• Preference will be given to applicants having experience in Govt/PSU.</li> </ul>
4.	Role and Responsibilities:  (As per <b>Regulation 6 of the SEBI (LODR) Regulations, 2015</b> , the Compliance Officer of the listed entity shall be responsible for)	<b>(a)</b> ensuring conformity with the regulatory provisions applicable to the listed entity in letter and spirit. <b>(b)</b> co-ordination with and reporting to the SEBI, recognised stock exchange(s) and depositories with respect to compliance with rules, regulations and other directives of these authorities in manner as specified from time to time.

(c) ensuring that the correct procedures have been followed that would result in the correctness, authenticity and comprehensiveness of the information, statements and reports filed by the listed entity under these regulations.

(d) monitoring email address of grievance Redressal division as designated by the listed entity for the purpose of registering complaints by investors.

**1. Regulatory and Listing Compliance:**

- i. Ensure full, timely and continuous compliance with the SEBI (LODR) Regulations and other SEBI regulations applicable to the Corporation as a listed debt entity, as amended from time to time.
- ii. Monitor applicability of, and ensure compliance with, all relevant SEBI regulations and other applicable laws, to the extent applicable to FCI as a statutory CPSE.
- iii. Certify compliance under the SEBI Listing Regulations and related disclosures and filings, wherever required or prescribed.

**2. Disclosures, Reporting and Market Interface:**

- i. Monitor and ensure timely submission of periodic, event-based and continuous disclosures to recognised stock exchanges, debenture trustees and other market intermediaries.
- ii. Establish, implement and oversee a robust disclosure framework to ensure accuracy, adequacy, consistency and timeliness of information disclosed to regulators and stakeholders.
- iii. Act as the nodal officer for coordination and liaison with recognised stock exchanges, debenture trustees, credit rating agencies and other market intermediaries on compliance and disclosure matters.

**3. Statutory, CPSE and Governmental Compliance:**

- i. Ensure compliance with the provisions of the Food Corporations Act, 1964 and the rules, regulations, directions and instructions issued thereunder.
- ii. Ensure compliance with the DPE Guidelines on Corporate Governance for CPSEs, 2010, as amended from time to time, and other governance instructions issued by the Government of India.
- iii. Coordinate with administrative Ministries / Departments of the Government of India for governance-related compliances, approvals, disclosures and reporting.

#### **4. Board, Committee and Institutional Governance Support:**

- i. Assist the Board of Directors and its Committees in discharging their statutory, regulatory and corporate governance responsibilities.
- ii. Coordinate with concerned Divisions / Offices of FCI to ensure institution-wide compliance and governance alignment under applicable laws and regulations.

#### **5. Regulatory Correspondence, Audits and Inspections**

- i. Act as the nodal point for regulatory correspondence with SEBI, stock exchanges, debenture trustees and other regulators.
- ii. Support preparation of, and responses to, regulatory queries, inspections, observations, advisories and show-cause notices, if any.
- iii. Provide support during statutory audits, CAG audits, internal audits and regulatory reviews relating to compliance, disclosures and governance.
- iv. Ensure timely rectification and closure of audit observations and compliance-related deficiencies.

#### **6. Records, Documentation and Compliance Culture**

- i. Maintain systematic and complete

		<p>records of filings, disclosures, approvals and correspondence with regulators, stock exchanges, debenture trustees and other stakeholders.</p> <p>ii. Promote and institutionalize a culture of compliance, transparency and good corporate governance across the Corporation.</p> <p>iii. Organize periodic training and awareness programmes for the Board, senior management and officials on SEBI regulations, governance norms and disclosure requirements.</p> <p>iv. Issue internal advisories, circulars and guidance notes on regulatory changes and compliance requirements impacting FCI.</p> <p><b>7.</b> The Company Secretary shall act as the secretary to the audit committee constituted under Regulation 18 of SEBI LODR Regulations 2015 and shall perform all duties as required thereof for the post.</p> <p><b>8.</b> Perform such other duties, functions, roles and responsibilities, whether incidental or ancillary, as may be assigned by the Corporation, from time to time, to ensure effective compliance with applicable laws, regulations and governance requirements.</p>
5.	Remuneration	Fixed remuneration of Rs. 1,50,000/- (Rupees One lakh fifty thousand) per month.
6.	Duration of appointment	The term of the contract would initially be for a period of two years, extendable, at the sole discretion of FCI, for a further period of one year. The contract can be terminated at three months' notice on either side or fixed remuneration in lieu thereof.
7.	Number of vacancies	01 (One)
8.	Place of posting	Food Corporation of India, Hqrs., New Delhi. However, the appointee may need to visit any place in the country as per requirement of the Corporation.
9.	Working Hour	Working hours will be as applicable in case of regular employees working at FCI, Headquarters, New Delhi.
10.	Last date of submission of application at FCI, Headquarters, New Delhi	The application should reach at Food Corporation of India, Headquarters within 45 days from the date of publication of this advertisement in the Employment

		Newspaper, through Speed/Registered post only.
11.	Address for submission of application	Deputy General Manager (Establishment 1), 4th floor, Food Corporation of India, Headquarters, 16-20, Barakhamba Lane, New Delhi-110001.

Interested candidates may apply in the prescribed proforma i.e. Annexure-I (by getting it typed) alongwith self-attested copies of their educational certificates and other documents etc. have to be sent at the address against point No. 11.

### **DEPUTY GENERAL MANAGER (Establishment -1)**

### **ANNEXURE-I**

#### **APPLICATION FORM FOR APPOINTMENT OF COMPANY SECRETARY(CS) CUM COMPLIANCE OFFICER ON CONTRACTUAL BASIS IN FOOD CORPORATION OF INDIA**

Affix latest  
Passport Size  
Photograph

1	Advertisement Number	
2	Name in Block Letters	
3	Father's/ Husband's Name	
4	Date of Birth	
5	Age as on closing date of the advertisement	
6	ICSI Membership Number	
7	Educational Qualification	

8	Professional Qualification	
9	Permanent Address with Pin Code	
10	Correspondence Address with Pin Code	
11	Total Experience of working in a Govt./ PSU/ Commercial Bank / Financial Institution or other reputed Corporate entity	
12	Number of years of post-qualification experience of working as a Company Secretary in a Govt./ PSU/ Commercial Bank / Financial Institution or other reputed Corporate entity	
15	Mobile No.	
16	Email address	
14	Any other information, if the applicant wishes to provide.	
15	Experience details	Please provide the information in the format below

Name of the Department/ Organisation	Period From - To	Designation	Brief details of the Work Handled

**Check-list of duly self-attested documents to be attached with application form**

1	Educational and professional qualification certificates
2	Experience Certificate issued by the employer
3	Date of Birth Proof: (10 <sup>th</sup> pass Certificate)
4	Retirement Order/Resignation Order/NOC, if applicable

### **DECLARATION**

I, solemnly declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection/ interview, my candidature is liable to be rejected, for which I shall solely be responsible.

I also undertake that there are no criminal cases/vigilance cases/disciplinary cases pending against me and I have not been convicted in a criminal case involving moral turpitude.

I have read the guidelines and ready to accept all the terms and conditions for engagement of Company Secretary cum Compliance Officer.

Place:

Signature of Candidate

Date:

Full Name of Applicant:

### **Annexure II**

#### **Other Terms and conditions governing the appointment of Company Secretary cum Compliance Officer on contract basis**

1. The engagement will be purely on contractual basis, initially for a period of two years with effect from the date of joining which may be extended for a further period of one year, at the discretion of Competent Authority on the satisfactory work performance of Company Secretary cum Compliance Officer. The contract can be terminated at three months' notice on either side or payment of fixed remuneration (if any) in lieu thereof.
2. The upper age limit for making application for contractual appointment will be 62 years, as on the closing date (last day of application). The contractual Company Secretary (CS) Cum Compliance Officer will be eligible to serve FCI till he/she attains age of 65 years.

3. The appointee shall perform all the duties falls within the domain of Company Secretary cum Compliance Officer.
4. The appointee shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Treatment, Seniority, Promotion etc. or any other benefits available to the Government/FCI employees, appointed on regular basis.
5. The appointee will not be granted any claim or right for regular appointment / absorption to the post.
6. Only fixed remuneration will be admissible. No enhancement on account of revision of Dearness Allowance, Annual increment and other allowances as are admissible to the Central Government/FCI employees shall be admissible.
7. The appointee is not entitled to any TA/DA for interview or joining the appointment.
8. Leave - 12 days Leave in a calendar year. No accumulation of leave and /or leave encashment is permissible.
9. Private practice of any kind is not permitted.
10. TA/DA: She/he will be entitled to TA/DA at par with the equivalent level officer of the Corporation in case of outstation tours.
11. If any declaration or information furnished by him/her proves false or if he/she is found to have wilfully suppressed any material, information, he/she will be liable for removal / termination of the contract and also any other action as deem necessary.
12. Joining of the candidate is subject to Medical Fitness Certificate issued from Govt. Hospital.
13. Any dispute arising out of this contract shall be amicably resolved and will be subject to exclusive jurisdiction of the courts at Delhi.
14. Method of selection: Candidates meeting the eligibility conditions mentioned in the advertisement shall be shortlisted on the basis of submitted documents. The shortlisted candidates will be invited for interview by a Committee constituted for this purpose whose decision will be final and no correspondence in this regard will be entertained. Intimation shall be sent only to the selected candidate and result will also be uploaded on FCI Website.

How to apply: Interested and eligible candidates should submit their applications in the enclosed format (Annexure-I) along with supporting documents through Speed/Registered post or by hand to the Deputy General Manager(Estt-I), Food Corporation of India, 16-20, Barakhamba Lane, New Delhi-110001 within 45 days of publication of this advertisement. Original documents would be required for verification at the time of interview.

**DEPUTY GENERAL MANAGER (Establishment -1)**