

**HINDUSTAN ORGANIC CHEMICALS LIMITED**  
**(A GOVERNMENT OF INDIA ENTERPRISE)**

**RECRUITMENT TO THE POST OF COMPANY SECRETARY**

HOCL requires personnel for appointment on REGULAR BASIS to the post of Company Secretary for Hindustan Organic Chemicals Limited / Hindustan Fluorocarbons Limited (Subsidiary Company).

Number of vacancies: 1 (One) - UR

**I. EDUCATIONAL QUALIFICATIONS**

Graduate with Associate / Fellow Membership of the Institute of Company Secretaries of India.  
Degree in Law / Finance preferable.

**II. EXPERIENCE**

7 - 8 years experience in secretarial matter of listed companies. Preference will be given to candidates with PSU background.

**III. AGE**

Maximum age will be 35 Years as on 01.11.2021  
(Relaxation of age to SC/ST/OBC/PWD/Ex-servicemen as per rules)

**IV. PAY**

Selected candidate will be entitled for Pay and Allowances in the scale of pay of Rs. 29100-54500 (as per 2007 Pay Revision) as admissible under the rules of the company.

**V. POSTING**

Posting will be at Mumbai / Kochi / Hyderabad. However, the company at its discretion may depute the Officer at any of its Offices / Projects anywhere in India as per its requirement.

**VI. GENERAL**

1. Indian Nationals only need to apply.
2. After selection, the panel list will be valid for a period of One year from the date of finalization and shall be applicable in case of selected candidates not joining for any reason or selected candidates separating from the organization.
3. Candidates are advised to regularly check their e-mail and the Company's website for information.
4. The engagement of selected candidate will be subject to being declared medically fit by the approved Hospital and by the Medical Officer of the Company.
5. The short listing of candidates for selection process shall be at the discretion of the Company and the decision in this matter will be final and binding.
6. The decision of the HOCL Management regarding eligibility criteria, acceptance or rejection of applications to the post etc. shall be final and binding on all candidates. Mere fulfillment of the minimum qualification, experience and job requirement will not vest any right on candidates for being called for document verification/Interview.
7. Any corrigendum/updates to the notification will be published on our website only, hence candidates are requested to check the Company Website regularly. ([WWW.HOCLINDIA.COM](http://WWW.HOCLINDIA.COM))

8. Candidates will have to appear for the interview at their own risk and HOCL will not be responsible for any injury or losses etc. of any nature. TA/DA will be provided as admissible under the rules of the Company.
9. Furnishing of wrong/false information will lead to disqualification and HOCL will not be responsible for any of the consequences of furnishing such wrong / false information. The candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage of the selection process or after joining the Company, it is found that the candidates have furnished false or wrong information; their candidature/appointment will be cancelled. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature. Court of jurisdiction for any dispute will be at Mumbai.

A format for application for employment is given along with this notification. Candidates are advised to take a print out of the same and fill the same in all respects. A recent passport size photograph is to be affixed on the space provided in the application. Self-attested photocopies (one copy each) of all relevant certificates and testimonials are to be attached with the application.

The duly filled in application and copies of relevant certificates & testimonials should be sent to the below address in a sealed cover superscribing "Application for the post of Company Secretary", so as to reach on or before 10.12.2021.

"General Manager (P&A), HOCL Ambalamugal, Ernakulam District, Kerala – 682302"

Scanned copy of the duly filled in application along with all relevant certificates and testimonials may also be sent to [career@hoclindia.com](mailto:career@hoclindia.com). Applications received after 10.12.2021 will not be considered.

10.11.2021

  
GENERAL MANAGER (P&A)

**HINDUSTAN ORGANIC CHEMICALS LIMITED**  
**(A GOVERNMENT OF INDIA ENTERPRISE)**  
**AMBALAMUGAL P.O., ERNAKULAM DIST., KERALA-682302**

**APPLICATION FOR EMPLOYMENT**

Affix a recent  
passport size  
photograph here

Post applied for	
------------------	--

Name of the Applicant			
Date of Birth & Age			
Gender			
Marital Status			
Father's Name			
Religion & Caste			
Category ( General/SC/ST/OBC)			
Whether Ex-Serviceman			
Whether differently abled? If so, specify the disability and percentage of disablement			
Permanent Address			
Address for Correspondence			
Telephone Numbers	Office		
	Residence		
	Mobile		
Email			
Aadhar Number			



Educational Qualifications (From SSLC onwards)					
Course	School / College / Institution	University / Board	Year of Passing	Main Subjects	Grade / Division & Percentage of Marks

  

Experience					
Name & Address of the Organisation	Designation	Period		Areas of exposure	Salary drawn
		From (Date)	To (Date)		

  

Reference (Two persons (not relatives) holding responsible positions who know the applicant personally)		
Name	Address	Telephone No.

**Declaration**

I declare that the information given above are true. I understand that, my candidature is liable to be terminated at any stage in case any of the information furnished above is found to be false.

Date:

Signature of the Applicant