

TELECOMMUNICATIONS CONSULTANTS INDIA LTD.
(A Govt. Of India Enterprise)
TCIL Bhawan, Greater Kailash – 1,
New Delhi - 110048

Telecommunications Consultants India Ltd. (TCIL) is an ISO 9001:2008 certified fast growing multinational Public Sector Organization under the Ministry of Communications and Information Technology, Govt. of India. TCIL is operating globally to provide world-class technology and Indian expertise in all fields of Telecom, IT & Civil.

TCIL is inviting the applications from qualified and experienced persons for the following posts on regular basis:

1. Manager (Secretarial & Legal):

No. of Post	: 01
Essential Qualification	: ACS / FCS from the Institute of Company Secretaries of India.
Desirable Qualification	: Preference will be given to the candidate having Degree in Law (LLB)/MBA (Fin.)/CA/ICWA from a recognized Institute/University.
Age	: Maximum 45 years (One year age relaxation to internal candidates)
Pay scale	: Rs. 70000-200000/- (E4 – IDA)

Experience :

➤ **For Candidates working in Govt./PSUs** : The candidate should have minimum 8 years post qualification experience in Secretarial and Legal Functions out of which minimum two years working experience in the Pay scale of Rs. 15600-39100 (CDA – pre-revised) (with grade pay of Rs. 6600/- equivalent to Rs. 60000-180000/- (IDA)) or in the pay scale of Rs. 60000-180000/- (IDA).

Or

➤ **For Candidates working in Private Sector** : The candidate should have minimum 8 years post qualification experience in Secretarial and Legal Functions. The current CTC should be Rs. 9 Lakhs per annum in a Company having its turnover of Rs. 100 Crores.

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2. Assistant Manager (Secretarial & Legal):

No. of Post	: 01
Essential Qualification	: ACS/FCS from the Institute of Company Secretaries of India.
Desirable Qualification	: Preference will be given to the candidate having Degree in Law (LLB)/MBA (Fin.)/CA/ICWA from a recognized Institute/University.
Age	: Maximum 35 years (One year age relaxation to internal candidates)
Pay scale	: Rs. 50000-160000/- (E2 – IDA)

Experience :

- **For Candidates working in Govt./PSUs** : The candidate should have minimum 3 years post qualification experience in Secretarial and Legal Functions, out of which minimum two years working experience in the Pay scale of Rs. 9300-34800 (CDA – pre-revised) with grade pay of Rs. 5400/- or in the pay scale of Rs. 40000-140000/- (IDA).

Or

- **For Candidates working in Private Sector** : The candidate should have minimum 3 years post qualification experience in Secretarial and Legal Functions. The current CTC should be Rs. 6 Lakhs per annum in a Company having its turnover of Rs. 50 Crores.

1. Executive Trainee (Legal) :

No. of Posts	: 01
Consolidated Salary	: Rs. 30000/- p.m
Educational Qualification	: LLB from a recognized University/Institute. Preference will be given to the candidates having LLM.
Age limit	: Maximum 30 years.

NOTE: The selected Executive Trainee (ET) will undergo on job training for a period of six months in India on a consolidated stipend of Rs.30,000/- per month. On successful completion of the training period, the ET will be inducted in the regular pay scale of Rs. 40000-140000/- (E1–IDA) as Executive Officer. After induction in regular pay scale, he/she will be on probation for a period of one year, and thereafter he/she will be governed by Company policy.

The selected candidates on joining will be required to fill up a bond of Rs. 1,50,000/- with the company for a period of three years including the period of training.

Necessary Instructions : -

1. **The last date of receipt of the applications is 30th August 2018.**
2. Age relaxation in respect of SC/ST/OBC candidates as per Govt. of India guidelines.
3. The relevant age and experience will be calculated upto 31st August 2018.
4. Candidates working in Govt. organization/PSU shall apply through proper channel or shall submit the NOC at the time of interview/joining.
5. Experience in the relevant field shall be calculated from the date of attaining the minimum essential qualification(s).
6. Name of the post applied for should invariably be mentioned on the top of the envelope containing the application form.
7. The posts advertised are meant for different locations in India.
8. Incomplete/unsigned applications and applications received after the last date of receipt of applications will not be entertained and the application form in the prescribed format without the self attested copies of all relevant certificates (Educational, Professional, Date of Birth & Experience) will liable to be rejected.
9. Interested candidates should send their applications in the prescribed format to **“The General Manager (HRD), Telecommunications Consultants India Ltd., TCIL Bhawan, Greater Kailash –I, New Delhi – 110048”** up to the last date of receipt of applications.