

REQUIREMENT OF CA/CMA/CS PROFESSIONAL FOR MANAGEMENT AND INDUSTRIAL TRAINING (MIT) FOR A CONTRACTURAL PERIOD OF ONE YEAR ONLY.

Last Date for Receipt of Applications – 30th November 2023

UPRVUNL (through third party outsourcing) invites application for the following post:

A. Details of the Vacancy 01 (One):

Qualification	Consolidated emolument/Stipend on basis of qualification(s) (Rs. per month)
CA / CMA final passed or CA/CMA intermediate passed having experience > 5 years	40,000/-
Company Secretary having degree of Law and CA/CMA intermediate passed having experience 3-5 years	35,000/-
CA/CMA intermediate passed having experience 0-3 years	30,000/-
Company Secretary having degree of Law and having experience 0-3 years	25,000/-
CS Final passed having degree of Law	15,000/-

Only one suitable candidate shall be selected from above category. On basis of qualifications, stipend / emoluments shall be paid.

B. **Nature of Appointment:** The MIT is on full time Contract basis

C. **Term of Appointment:** 1 Year.

D. **Place of Posting:** Lucknow

E. **Working Hours:** As per office timing of HQ. If required, as per exigencies of work, he / she would be asked to attend office on Saturday or other holidays without any additional compensation

F. **Selection Process:** Educational Qualification, Experience and performance in personal Interview. The Competent Authority may enhance the criteria for qualification and /or experience or may also decide for conducting Written Test to shortlist the candidates for interview in the event of large no. of candidates fulfilling the eligibility criteria particularly to the above- mentioned post.

G. **How to apply:**

1. Interested candidates shall submit their application through email only as per the prescribed format attached hereto. Application form along-with the



enclosures is required to be sent to ***company.secretary@uprvunl.org***

2. It is mandatory to fill all the relevant information such as qualification details, experience details, percentage of marks, email address, contact mobile number, address for correspondence, Aadhar card number/PAN Number etc.

H. Terms & Condition of Selection:

1. Candidate must be citizen of India.
2. UPRVUNL reserves the right to reject any application/candidature at any stage without assigning any reason and the decision of UPRVUNL shall be final
3. The appointment shall be purely temporary and on contract basis. The candidate's services can be terminated by UPRVUNL with immediate effect.
4. The successful candidate will have to sign a contractual agreement in the prescribed format with outsourcing agency.
5. The Contract shall not confer any rights or claim of extension/absorption in the Company.
6. The decision of the UPRVUNL about the mode of selection, eligibility conditions, short listing of candidates for interview etc. shall be final and binding. No correspondence will be entertained in this regard.
7. The candidates called for interview shall be required to produce original documents relating to educational qualifications, experience etc. for verification at the time of interview
8. Candidates are advised in their own interest that they should not furnish any documents or information that are false, tampered, fabricated and they should not suppress any material information while filling up the application Form.
9. At any stage of recruitment or later, if a candidate is or has been found guilty of any misconduct as:
 - a) Impersonating or procuring impersonation by any person; or
 - b) Resorting to any irregular means in connection with his/her candidature during selection process; or
 - c) Using undue influence of his/her candidature by any means; or
 - d) Submitting or false certificates/documents/information or suppressing any information at any stage; or In addition to rendering himself/herself liable to legal/criminal prosecution, will also become liable to be Debarred with permanently.
 - e) Can be discharged/removed/dismissed from service, if the act of misconduct comes to notice after his/her appointment to service of UPRVUNL.
10. Decision of the UPRVUNL in all matters regarding eligibility of the applicant, the stages at which such scrutiny of eligibility is to be undertaken,

documents to be produced, personal interview, selection of any other matter relating to engagement will be final and binding on the applicant. While applying for the post, the applicant should ensure that he/she fulfils the eligibility and other criteria mentioned and that the particulars furnished are correct in all respect. In case it is detected at any stage of recruitment that applicant does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact (s), his/her candidature will automatically stand cancelled. If any of the said shortcoming(s) is/are detected even after recruitment, he/she is liable to be terminated without any notice.

I. **Job Profile**: The roles and responsibilities shall broadly cover the following:

a) **Compliance**: Ensuring compliance of the provision of companies act and rules made there-under and other statutes & by-laws, provisions of corporate governance and secretarial standards. Ensures that the business/affairs of the company are conducted in accordance with its object as contained in its memorandum of association/articles of association and provision of the company.

b) **Accounting**: Ensuring accounting of CPF Trust along with finalization of Annual Financial Statements, applicable tax law compliances, investment of fund as per prescribed norms of Government of India.

c) **Advising**: Advising companies on compliance of Tax Matters, legal matters and procedural aspects, Companies act, Labour and Industrial laws, Management, Valuation and Audit, Drafting of legal documents, Manpower planning and development etc.

d) **Assistance**: Under the supervision of Company Secretary and Secretary Trust, to provide needful assistance for efficient working in all aspects.

APPLICATION FORMAT

1. APPLIED FOR : MANAGEMENT CUM INDUSTRIAL TRAINEE (MIT)

2. NAME OF THE APPLICANT

HINDI :

IN ENGLISH :

3. FATHER'S FULL NAME :

HINDI :

IN ENGLISH :

4. MOTHER'S FULL NAME :

HINDI :

IN ENGLISH :

5. SPOUSE'S FULL NAME :

HINDI :

IN ENGLISH :

6. DATE OF BIRTH: DAY MONTH YEAR

7. GENDER: MALE FEMALE

8. MARITAL STATUS : Married Unmarried

9. CASTE :

10. RELIGIOUS:

11. NATIONALITY:

12. (a) ADDRESS FOR COMMUNICATION:

(b) PERMANENT ADDRESS:

(c) email ID :

(d) Mobile :

(e) Aadhar Card No:

(f) PAN No.

13. ACADEMIC QUALIFICATIONS (FROM CLASS XTH ONWARDS):

S.No	Name of Exam passed	Name of Institute / Examining body	Year of passing	Marks Details		Percentage (xx.xx%)
				Max. Marks	Marks Obtained	
1						
2						
3						
4						
5						

14. DETAILS OF EXPERIENCE (in the order of recency)

S. No	ORGANISATION NAME	POST HELD	PERIOD		NATURE OF WORK EXPERIANCE
			FROM	TO	
1					
2					
3					
4					
5					

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OTHER RELEVANT DETAILS (please don't mention hobby which is irrelevant to the post)

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