

FCI ARAVALI GYPSUM AND MINERALS INDIA LIMITED

(A Government of India Undertaking) MINIRATNA-II

Plot No.2, West Patel Nagar, Circuit House Road, Ratanada, Jodhpur (Rajasthan) 342011

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ADVT. NO. FAGMIL/RECRUITMENT-2023

FCI Aravali Gypsum and Minerals India Limited (FAGMIL), A Public Sector Undertaking (Mini Ratna Category-II), invites applications for the following post on Regular basis :-

S. No.	Post Name, Scale, Grade	No. of Vacancy & Reservation	Maximum age	Educational Qualifications	Post- Qualification Work Experience
1	Company Secretary [Pay Scale Rs. 70000-3%-200000] (E-4)	01 (UR)	45 years.	A Membership of the Institute of Company Secretary of India (ICSI). Desirable : Degree in Law / MBA (Finance)/MBA (HR) will be preferred.	Post qualification (ICSI) experience of 11 years. The candidate should have experience in dealing with Company law matters, Secretarial work, Board Meetings and Compliance with the provision of the Company's Act 1956 in the changed era of MCA 21.

INSTRUCTION TO THE CANDIDATES

- 01- Eligible candidates would be required to apply online through FAGMIL website www.fagmil.nic.in (link available on the "Human Resources – Recruitment" page of the website). The site will be available/activated from **10:00AM on 09-12-2023 to 11:59 PM on 30-12-2023**
- 02- Candidates are required to mention their date of birth and name as per Matriculation/10th class certificate issued by the recognized Board.
- 03- Verification of Documents with originals: The candidates who will be called for Interview are required to produce original documents/testimonials, along with self attested photo copies, in support of Age, Qualification (with all the mark sheets), Experience, Category, etc. for verification of their eligibility as per notification at the time of Interview. In case the candidate(s) do not produce/submit the required documents before attending Interview, the candidate(s) will not be permitted to attend the Interview. The decision of FAGMIL Management is final in this regard.
- 04- Information regarding Interview will be provided in the Admit Card/Call Letter which can be obtained at Careers Page of FAGMIL website and candidates will be intimated for the same through their email etc. No other communication will be sent to the candidates for Interview.
- 05- Wherever CGPA/letter grade in a degree is awarded; equivalent percentage of marks should be indicated in the online application form as per the norms adopted by the University/Institute. The candidate will have to produce a copy of these norms with respect to his/her University/Institute at the time of Interview. Where no norms have been specified, the CGPA/Grade will be presumed to have been provided on a 10 point scale.

GENERAL CONDITIONS

1. A candidate will be considered for appointment only if his/her age is 18 years and above and below the upper age limit laid down in the job specification.
2. All above qualifications should be from recognized University/Institute.
3. Candidate working in a PSU / Govt. Organization must have worked for minimum 2 years in one level below pay scale.
4. Candidates should have basic knowledge of working in Computers, MS Office and relevant specialized software.
5. FAGMIL reserves the right to cancel/restrict/enlarge/modify/alter the requirements/recruitment process advertised, if need so arise, without issuing any further notice or assigning any reason thereto.
6. Submission of Applications and apparently fulfilling criteria as prescribed in the advertisement would not bestow right to be called for interview/ considered for selection process.
7. Maximum Age Cut-Off – Shall be considered last day of the previous month in which the advertisement is being published.
8. Post Qualification Experience Cut-Off – Shall be considered last day of the previous month in which the advertisement is being published.
9. Relaxation: The SC/ST/OBC(NCL)/EWS/PwD candidates who apply against unreserved (UR) posts will not be eligible for age relaxation.
10. Any legal proceedings in respect of any matter claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Jodhpur and courts/forums at Jodhpur only shall have sole and exclusive jurisdiction to try any such cause/dispute.
11. FAGMIL shall not be responsible for any loss of registration slip / communication letters sent, due to invalid / wrong e-mail-id / wrong postal address/postal delays/loss in transit etc.
12. Candidates against whom a criminal case is pending in a court of law need not apply.
13. The candidates employed in Govt. Department/PSU/Autonomous bodies must produce 'No Objection Certificate' at the time of Interview. In case, the candidate fails to produce the certificate his/ her candidature will not be considered.
14. Only Indian Nationals should apply.
15. Candidates who are working in the private sector should have minimum CTC of 12.96 Lakhs per annum and also attach proof of your per annum CTC along with the application.
16. The selection of candidate will be based on merit list drawn followed by interview. **Mark sheets of CS (All Modules – I/II/III/IV) and membership certificate of ICSI must be attached with the application.**
17. The candidates finally approved to be called for interview/written test shall be issued interview/written test letters.
18. The candidate found suitable by the Selection Committee may be informed of their result in writing or on website of the Company.
19. Multiple applications will be rejected summarily.
20. Candidates joining FAGMIL are required to produce relieving order of the previous organization at the time of joining if he/she is working in a Govt. organization to qualify the experience clause.
21. Any kind of canvassing for appointment will be treated as disqualification for test/interview, etc. and the application of such candidate will be cancelled without any further reference.
22. Selected candidates can be posted anywhere in India.
23. TA – To and fro journey by 2nd AC (including Rajdhani) by (Rail fare) by the shortest route (within India) will be reimbursed only to the candidates appeared before the Interview Board subject to production of copy of the ticket. Proforma of Travelling Allowance is available at Annexure–1 in the notification of FAGMIL website.
24. In case any ambiguity/dispute arises on account of interpretation in version other than English, English Version will prevail.

25. Applicants are advised to visit FAGMIL website time to time for subsequent Modifications/ Changes (IF ANY) w.r.t. this advertisement.

PROCEDURE FOR SUBMITTING OF APPLICATIONS

1. Candidate has to apply online only through online registration system of FAGMIL website i.e. www.fagmil.nic.in. No other means / mode of applications i.e. manual/ paper application/ application sent through e-mail shall be accepted.
2. While applying, the applicant must ensure that he/she fulfills the eligibility and other norms as mentioned in the advertisement, as on the specified dates. In case it is detected at any stage of recruitment/selection that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect information or has suppressed any material fact(s), his/her candidature will automatically stand cancelled. If any of the above discrepancy(s) is/are detected even after appointment, his/her services are liable to be terminated without any notice.
3. Email ID - While applying online, candidate should ensure to have Email ID (which must be valid for at least one year from the date of application).
4. Application Fees - Candidates are required to make online payment of Rs.472/- for General, OBC & EWS and Rs.236/- for SC/ST including GST charge through Net Banking/Debit Card/Credit Card/Bank Transfer. Candidates should submit their SC/ST Certificate issued by Competent Authority in the prescribed format along with the application form, in support of fee relaxation. If the SC/ST certificate has been issued in a language other than English/Hindi, the candidates will be required to submit a self certified translated copy of the same either in English or Hindi.

General Manager

FCI ARAVALI GYPSUM AND MINERALS INDIA LIMITED

(A Government of India Undertaking)

Jodhpur (Rajasthan)

FORM FOR CLAIMING TA FOR ATTENDING INTERVIEW AGAINST EMPLOYMENT
NOTIFICATION NO. _____ FOR THE POST OF _____ ON
(TO BE FILLED IN CAPITAL LETTERS ONLY)

1. Name* :
(In Block Letters)
2. Postal/Mailing Address* :
As indicated in the call letter
3. Name of Airport/Railway Station* :
Nearest to any place of residence
4. Mode of Travel and actual Class* :
by which travelled
5. Amount of Air/Rail/Bus Fare Paid*
6. Details of return journey* :
(indicate anticipated amount)
7. Bank Account No.* :
8. Name of the Account holder* :
9. Bank and Branch Name*
10. IFSC Code* :

* All fields are mandatory

Total Amount Claimed Rs. _____
(TO AND FRO JOURNEY)

Certified that the journey has been undertaken in connection with the Interview. I am not availing of any TA concession from any other source. I am also not availing of a free Air Ticket/Railway Pass concession voucher for this journey. I request that my claim of Rs. _____ being _____ Air/Rail/Bus fare from my place of residence to _____ may be admitted and the amount reimbursed to me.

Signature of the Candidate

Place :

Date:

For Office Use only

This is to certify that Sh./Smt... _____ with reference to Letter No. _____ dated _____, he/she is called for interview on _____. He/She attended the interview. Therefore, Accounts Department is requested to reimburse him/her the fare as per rules.

Manager (Personnel)

Receipt

Received Rs. _____ (Rupees _____) Being
single _____ Air/Rail/Bus fare from my residence to _____
in connection with appearing Interview on _____ for the post of _____
_____.

Signature of the Candidate

FORM OF CASTE CERTIFICATE FOR SC/ST

This is to certify that Shri*/Shrimati/Kumari _____ Son/Daughter of
_____ Village/Town _____ /District/Division*
_____ of the _____ State/Union Territory belongs to the
_____ Caste*/Tribe which is recognised as a Scheduled Caste/Tribe under :

- *The Constitution Scheduled Castes Order, 1950.
- *The Constitution Scheduled Tribes Order, 1950.
- *The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order, 1951;
- *The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order, 1951;
- [As amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.]
- *The Constitution (Jammu and Kashmir)* Scheduled Castes Orders, 1956.
- *The Constitution (Andaman and Nicobar Islands)* Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976
- *The Constitution (Dadra and Nagar Haveli)* Scheduled Castes Order, 1962.
- *The Constitution (Dadra and Nagar Haveli)* Scheduled Tribes Order, 1962.
- *The Constitution (Pondicherry) Scheduled Castes Order, 1964.
- *The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967.
- *The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968.
- *The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968.
- *The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- *The Constitution (Sikkim) Scheduled Castes Order, 1978
- *The Constitution (Sikkim) Scheduled Tribes Order, 1978
- *The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.
- *The Constitution (SC) Orders (Amendment) Act, 1990.
- *The Constitution (ST) Orders (Amendment) Ordinance Act, 1991.
- *The Constitution (ST) Orders (Amendment) Ordinance Act, 1996.
- *The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002.
- *The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.
- *The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimati* _____ father/mother* _____ of Shri/Shrimati/Kumari _____ of Village/Town* _____ in _____ /District/Division* _____ of the State/Union Territory* _____ who belongs to the _____ Caste*/Tribe which is recognised as a Scheduled Caste/Scheduled Tribe in the Station/Union Territory* issued by the _____ dated _____.

3. Shri/Shrimati/Kumari* _____ and /or* his/her* family ordinarily reside(s) in Village/Town* _____ District/Division* _____ of the State/Union Territory _____ of _____.

Place _____ Signature _____
Date _____ Designation _____
(with seal of Office)

State/Union Territory _____

* Please delete the words, which are not applicable. @ Please quote specific Presidential Order

% Delete the Paragraph, which is not applicable

Note : (a) The term 'ordinarily reside'(s) used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

The following Officers are authorised to issue caste certificates :

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
5. Certificates issued by Gazetted Officers of the Central or of a State Government countersigned by the District Magistrate concerned.
6. Administrator/Secretary to Administrator (Laccadive, Minicoy and Amindivi Islands).