



**DNP LIMITED**  
**(A Govt. of Assam Undertaking)**  
**Duliajan District Dibrugarh**  
**Assam-786602**

No. RECRUIT/ MLM/DNPL/2016/137/204

Date: 27/12/2017

**WALK-IN- INTERVIEW FOR THE POST OF COMPANY SECRETARY**

Eligible candidates are invited to attend "Walk-In-Interview" for the post of Company Secretary in DNP Ltd at the registered office at Flat No. 4, House No. 2, 2<sup>nd</sup> Floor, Dinesh Mansion, Dr. R.P Road, Dispur,, Guwahati to be held **at 10.00 AM on 10.01.2018.**

Sl No	Name & No of Post	Essential Qualification	Experience	Upper Age Limit (As on 01.01.2018)	Emoluments (E2 level)
1	Company Secretary (1)	1. Candidates should be preferably a commerce graduate with minimum 60% marks. 2. Candidates must be an Associate Member of Institute of Company Secretaries of India (ACS) 3. He/She must be adequately computer literate.	He/she must have at least 5 years working experience in State/Central PSU/Listed public limited company/public utility company	32 Years	Rs. 50,000/- (approximately) + other allowances admissible as per the prevailing norms of the Company.

**Terms and Condition:**

1. Place of posting will be at Guwahati or any other place as desired by the Company.
2. No. TA/DA and official accommodation will be provided for appearing in the interview.
3. The post is permanent in nature. The selected candidate shall be on probation for a period of 1(one) year and may be confirmed if his/her performance is found to be satisfactory.
4. Candidates are required to bring an application in a standard form along with the relevant certificates in support of age, qualification, experience etc in original.
5. Self attested copies of certificates mentioned in Sl No. 4 from HSLC onwards are to be enclosed affixing a recent passport size photograph on top of the application.
6. The Company reserves the right to cancel/postpones the interview without assigning any reason thereof.
7. The company may decide to appoint the applicant in lower grade based on his/her experience. In case of deserving candidate having higher experience age limit may be relaxed by two years.

Sd/-  
Director, DNP Ltd.  
Duliajan, Assam