

Scooters India Limited

Lucknow – 226008

Adv No: SIL/HR/RECTT/01/2017

Date: 07.09.2017

1. Scooters India Limited (SIL) A Govt. of India Enterprise under Ministry of HI & PE at Lucknow is Automobile Industry manufacturing 3-wheeler with brand name "VIKRAM".

In 1975, company started its commercial production of Scooters under the brand name of Vijay Super for domestic market and Lambretta for overseas market. It added one more wheel to its product range and introduced three wheelers under the brand name of VIKRAM/LAMBRO. However, in 1997, strategically, the company discontinued its two-wheeler production and concentrated only on manufacturing and marketing of 3-wheelers. These three wheelers have become more relevant in the present socio-economic environment as it transports goods and passengers at least cost.

2. Scooters India Limited makes various & versatile types of three wheelers: **Vikram 450D, Vikram 1000CG, Vikram 750D, Vikram 1500CG.**

The products have a high payload capacity and efficiency. These are specially designed and developed for local transportation.

3. Scooters India Limited, Lucknow is looking for appointment of Company Secretary on contract basis as per the details given below,

Sl. no	Name of Post	No. of Post	Period of tenure	Qualification
1.	Company Secretary (On Contract Basis)	01	01 year	CS

4. Age limit & Consolidated Pay:

Sl. no	Name of Post & Discipline	Consolidated Pay (Rs.)	Max. Age as on 01-01-2017
1.	Company Secretary	18300/- p.m.	35

5. HEALTH :

Applicants should be of sound health and should meet the medical standards prescribed by the Company.

6. SELECTION PROCEDURE:

The Selection for the post will be done through interview. Further, date, time and venue will be intimated to the short-listed/eligible candidates by E-mail / SIL Website / by Post. For selection to the post, Short listing of candidates will be done based on experience.

Candidates short listed for interview are required to bring all the necessary original Certificates / Documents. All the relevant (Photocopies of the same i.e. Proof of Age, Qualification, Experience, Caste, alongwith passport size photographs) may be provided at the time of interview.

GENERAL CONDITIONS:

- SIL reserves the right to cancel / restrict / enlarge / modify / alter the advertisement / recruitment process and / or the selection process there under, without issuing any further notice or assign any reason whatever. The number of vacancies can be modified as per management's discretion.
- Mere submission of application will not entail a right for claiming appointment.
- Application of a candidate having higher qualification than the prescribed qualification shall be rejected.
- If the information furnished by the candidate in any part of the Bio-data is found to be false or incomplete or is not found to be in conformity with eligibility criteria mentioned in the advertisement, the candidature/appointment will be considered as revoked/terminated at any stage of recruitment process or after recruitment or joining, without any reference given to the candidate.
- Any sort of canvassing or influencing the officials related to the recruitment/ selection process would result in immediate disqualification of the candidate.
- SIL reserves the right to increase/ decrease the specification depending upon the response.
- Appointment of selected candidates is subject to receipt of satisfactory Medical Report from the Company's Doctor as per the standards prescribed by SIL
- Decision of SIL Management regarding selection will be final. Further, SIL Management reserves the right to fill up or otherwise any or all the notified posts and also to fill up the

future vacancies if any from the valid panel of selected candidates as per the rules of the company.

- Candidates employed in Central/ State Government Departments/ Public Sector Enterprises etc. (including candidates engaged on Contract basis) should produce NOC (No Objection Certificate) at the time of interview from their employer failing which they will not be permitted.
- Candidates who have work experience in the Private Sector and produce the experience certificate should submit the same in the letter head of the Company. The letter head of the company should have the details of the Company.
- **Last date of receipt of applications is 22.09.2017.** Applications received after due date will be rejected and SIL will not be responsible for any postal delay.
- Incomplete Application will be rejected and no further correspondence in this regard will be entertained.
- SIL has the right to set different as well as higher norms, while short listing, taking into the requirements. Mere fulfillment of qualification requirements does not entitle candidate to be called for interview.
- SIL reserves the right to restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement and other academic achievements.
- No correspondence whatsoever will be entertained from candidates regarding reason for not being called for interview/outcome of interview.
- The candidate is responsible for the correctness of the information provided in the application

7. HOW TO APPLY :

Eligible candidates may send their applications, duly filled, in the prescribed format along with the certificates / documents (Attested Photocopies) in proof of Age, Qualification, Experience & Caste (SC/ST/OBC) by post so as to reach on or before **22.09.2017** to the address as mentioned below.

**The Senior Manager (HR&S)
Scooters India Limited,
Post Box No: 23, Sarojini Nagar,
LUCKNOW – 226008**
