

DREDGING CORPORATION OF INDIA LIMITED

(Owned by a consortium of 4 major ports Visakhapatnam Port Authority, Paradip Port Authority, Jawaharlal Nehru Port Authority and Deendayal Port Authority)

DREDGE HOUSE:: H B Colony Main Road
Seethammadhara, Visakhapatnam 530 022

ADVERTISEMENT NO. 02/2024

Walk in interview

Dredging Corporation of India Limited (DCI) is a pioneer organisation in the field of dredging and maritime development. Its Head Office is strategically situated on the East Coast of India at Visakhapatnam; DCI endeavours to provide integrated dredging and related marine services for promoting the national and international maritime trade, beach nourishment, reclamation, inland dredging, environment protection, etc. and to become a global operator in the dredging business. In order to meet the increasing demands of the future, DCI has ambitious plans to procure more Trailer Suction Hopper Dredgers to increase its dredging capacity and to upgrade its existing fleet as well as expand its services in India and abroad. With a dedicated team of professionally qualified and experienced personnel, who constitute the backbone of the organisation, DCI is fully geared to meet the dredging challenges in the time to come and is confidently looking forward for a bright future.

The company is looking for dynamic, result oriented professional with proven track record for the following post on contract basis:

Assistant Company secretary (On Contract basis) : Vacancy -01

Sl. No	Particulars	Remarks
1	Name of the Post	Assistant Company secretary (On Contract basis)
2	Remuneration	Rs40,000/- to maximum of Rs 60,000/- (consolidated) To be decided based on the post qualification experience and performance in the interview
3	Age	Upto 45 Years as on 01.04.2024
4	Qualification	Should be a member of the Institute of Company Secretaries of India
5	Experience	Candidates should have at least 01 year's post qualification experience as on 01.04.2024 in working in a Board Secretariat as a Company Secretary / Asst. Secretary. Experience of working in a listed company will be given preference.

6	Posting Duration	The term will be initially for a period of one year and extendable for another one year based on the performance and at the discretion of Management.
7	Place of Posting	Selected candidates will be posted at Head Office, Visakhapatnam. However, they can be transferred to any place, as per the requirements of the Company

Interested candidate meeting qualification and experience as per the advertisement may walk in to attend interview to the below mentioned address **at 1100 Hours on 17. 05.2024**. Candidates are requested to fill up the bio-data form and come along with a passport size photo, original experience and educational certificates and one set of self attested photo copies of the same. Selection shall be based on interview.

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Deputy General Manager (HR)

(B)	Professional / Technical					
	Name of the University / Institution	Examination passed	Year of Passing	Class obtained	Percentage of marks	
10. (A)	Total Experience	Candidates should invariably mention to write down clearly the details of experience, from/to, no. of completed years of experience, grade, pay scale, present basic pay and Gross emoluments in the following table.				
Sl. No.	Name of the Organisation	Post held	Period of Employment		Completed years of service	Reasons for leaving
			From	To		
(B)	Details of Last Pay drawn: Please attach proof	Gross Monthly remuneration		Rs.		
		Basic Pay		Rs.		
		CTC per annum		Rs.		
(C)	Training details and Professional Memberships etc					
11.	Please state briefly as to how your experience is relevant to the post applied for :					

