#### 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.	Particulars	Remarks			
No					
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.

### DREDGING CORPORATION OF INDIA LIMITED

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

Deputy General Manager (HR)

	Dredging Corpora	on form for ention of India lishment AI	Limi	ited,	Visakhapat	nam		
01	Post Applied For	Assistant Company Secretary (On Contract Basis)					affix your Passport	
02	Name of the Candidate (In Full-Block letters)	size photograph here. Sign across						
03	Father's Name						the pl	notograph
04	Date of Birth & Completed years of Age (YY MM) (As on 01.04.2023)							
05	Permanent Address:							
06	Address for communication							
		Telephon	ne	]	Mobile		E-Ma	ail
07	Whether belongs to:	SC	ST		OBC	GENERAL		RAL
	0 1 1 1 1 1 0 0 1							
08	Does your parent(s) or relatives employed with DCI?	Yes/ No (If yes, give details)	yes, relations (ii). Design		ee/ iship			
09. (A)	Educational Qualifications ACADEMIC							
Sl. No.	Name of the University / Institution	Examination passed		Year of passing	Class obtain	ed	Percentage of Marks	

(B)	Professional / Technical							
. ,	Name of the U Institut			Examination passed		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	ne of the Post held Period of Employm		Employment	Complet years o	ns for leaving		
	0		From	From To		2		
	Details of Last	Gross Monthly remuneration			Rs.			
(B)	Pay drawn: Please attach	Basic Pay CTC per an	ากนฑ		Rs.			
	proof Training details	3-3 p			NS.			
(C)	and Professional Memberships etc							
11.	Please state briefly as to how your experience is relevant to the post applied for:							

	Personal Reference: Candidates should give the names of two persons, their addresses,						
12. occupation and telephone / mobile numbers. Persons named should not be either							
	blood related family members of the candidate.						
S.No	Name of the Person	Occupation	Full Address with contact Telephone				
			Nos.				
0.4							
01.							
02.							
13.	Enclosures to the Applicatio	n:					
The information furnished above are true and correct and in case any information is found to be							
		ndidature is liable to	be summarily rejected without any further				
intimation	to me.						
			Signature of the Candidate				
Place :			orginature of the Candidate				
Date:							