



भारतीय नाभिकीय विद्युत निगम लिमिटेड
BHARATIYA NABHIKIYA VIDYUT NIGAM LIMITED
(भारत सरकार का उद्यम **A Government of India Enterprise**)
कल्पाक्कम **Kalpakkam - 603 102**
चेंगलपट्टु जिला (तमिलनाडु) **Chengalpattu District (Tamil Nadu)**

CIN: U40104TN2003GOI051811;

Website: www.bhavini.nic.in

Advertisement No: BHAVINI/HR/2025/01
Post: Assistant Company Secretary (Level 10 of Pay Matrix)

Closing date of application : 20.03.2025

Bharatiya Nabhikiya Vidyut Nigam Limited (BHAVINI), is a high profile Public Sector Undertaking under the Administrative Control of the Department of Atomic Energy, Government of India responsible for building India's Prototype Fast Breeder Reactor, beginning of the India's Second Phase Nuclear power programme which will bring energy security for India in future.

BHAVINI invites applications from the eligible Indian Citizens for the post of Assistant Company Secretary.

1.0 Details of vacancies:

Name of the post	Group	No. of post	Pay
Assistant Company Secretary	A	01(One)-Unreserved	Pay Level:10 as per(7th CPC)*

*Besides, DA and other allowances as applicable to the above post.

2.0 Age Limit

Maximum 30 years as on the date notified as last date for submission of application.

3.0 Relaxation in upper age limit

- (i) Ex-servicemen are eligible for age relaxation of 5 years.
- (ii) PwBDs with 40% disability are eligible for age relaxation of 10 years.
- (iii) In case applicant is eligible for age relaxation in more than one category, the age relaxation will be on cumulative basis with any of the remaining categories for which age relaxation is permitted as mentioned above, subject to a maximum of 56 years.
- (iv) There is no age limit for employees serving in BHAVINI who otherwise fulfill the prescribed criteria.

4.0 Educational Qualification, Experience & other criteria

Qualification:

Full Time LLB from a University recognized by the Bar Council of India.
Should be a member of Institute of Company Secretaries of India

Experience:

Candidates with Post Qualification experience in relevant field will be preferred and may be considered for grant of advance increments by the Selection Committee at the recruitment stage

5.0 In case of educational qualification, in addition to an institute being approved by UGC/AICTE, the particular Degree/Diploma awarded by that institute is also required to be an approved Degree/Diploma by UGC/AICTE.

6.0 Candidates must have already passed the qualifying examination as on the last date of submission of application. Candidates who are appearing for qualifying examination but whose results are not declared by the crucial last date for submitting the application, are not eligible.

7.0 Selection Process:

(a) Recruitment of Assistant Company Secretary will be conducted in two stages as follows:

- (i) Stage I - Written Test
- (ii) Stage II - Personal Interview

(b) **Stage I – Written Test details (Multiple Choice Question)**

- i. Time allotted for test : 120 Minutes
- ii. Number of Questions : 120
- iii. Sections - 02 (Two)
Section I:
Management Aptitude - consisting of questions related to Quantitative Aptitude, Reasoning, Ethics in Public Service, RTI Act, English Language, Data Interpretation & General Awareness.
Section II:
Questions related to Professional Discipline.
- iv. Number of questions in each Section
Section I : 50 Questions (Management Aptitude)
Section II : 70 Questions (Professional Discipline)
- v. Marking Scheme : 1 (One) Mark for each correct answer and deduction of 0.25 (1/4th) marks for each wrong answer.
- vi. Qualifying Marks for test is 40%.

- vii. Admit card of the screened-in candidate for appearing for test will be sent through E-Mail/post.
- viii. Scoring minimum qualifying marks in written test, does not mean, he/she is shortlisted for interview.
- ix. Depending upon the number of vacancies, only those candidates who rank sufficiently high in the order of merit, based on the total marks scored in the written test shall be shortlisted and called for personal interview.

(c) Stage II –Personal Interview:

- (i) Personal Interview will be conducted for candidates qualified in written test in top order merit.
- (ii) Cut off marks for interview – 60%.
- (iii) Scoring minimum cut off marks to qualify in the interview doesn't mean that he/she is empanelled for appointment.
- (iv) Weightage for written test and interview marks for empanelment – 50:50 (equal weightage).

7.1 PwBD candidates called for written test will be allowed to use assistive devices & scribe as per Govt. of India orders issued from time to time. The candidates will have to intimate the same before the date of written examination. Also, the PwBD candidates called for written test will be eligible for additional compensatory time as per Govt. of India orders.

8.0 Waitlist:

Waitlist will be limited to equal number of candidates as in the select main list which will be valid for a period of one year from the date of approval of panel.

The Waitlist shall be operated only in the event of occurrence of a vacancy caused by non-joining of the candidate from the select list within stipulated time allowed for joining the post or where a candidate joins the post but resigns or dies within a period of one year from the date of joining, if a fresh panel is not available by that time. Waitlist will not be operated beyond one year from the date of approval of panel or after notifying any such recruitment, whichever is earlier.

9.0 Tie-breaking principle:

- Candidates with higher marks in interview will be placed higher in the merit list.
- In case of candidates with equal interview marks, Candidates with higher marks in written test will be placed higher on the merit list.
- Wherever, both written marks & interview marks is equal, candidate senior in age will be ranked higher.

10.0 Travelling Allowance (TA) for appearing in interview:

Those outstation applicants who appear for interview will be reimbursed First Class (not First AC)/III AC to and fro rail fare by the shortest route only (including Rajdhani/Shatabdi/Duranto Express) on production of tickets/boarding passes, in original. No TA reimbursement is payable for appearing for written test.

The amount towards reimbursement of TA will be remitted to the bank account of the candidates electronically for to and fro rail fare by the shortest route only based on the correspondence address mentioned in the application.

If applicant is not eligible for Interview due to not meeting the eligibility criteria or non -production of the required documents including NOC, travel ticket etc. no travelling expenses will be reimbursed.

11.0 Documents/certificates to be forwarded with application

Candidates are required to forward the duly self-attested photocopies of the following documents/certificates along with the application for initial screening. Verification of Original Documents will be done at the time of personal interview:

- (i) Date of Birth (DoB) proof:
 - (a) X Std. Passing Certificate indicating Date of Birth OR
 - (b) School Leaving Certificate.
- (ii) All Certificates/Mark Sheets for each year/semester in support of Educational/Technical/Professional Qualification, as prescribed.
- (iii) Membership of institute of Company Secretaries of India
- (iv) Relevant experience certificates clearly indicating the period and nature of experience in chronological order.
- (v) Any one of the ID proof viz. Voter's ID/Aadhar Card/valid driving License/Passport/PAN Card.
- (vi) SC/ST/OBC/EWS/PwBD/Ex-Serviceman shall forward caste/category/Income & Asset Certificate (as applicable) as per the format prescribed by the Government of India.
- (vii) Applications of candidates working in Central/State Government/PSUs/Aided Institutions should be routed through proper channel. However, advance copy may be sent to Sr. Manager (HR), Bharatiya Nabhikiya Vidyut Nigam Limited (BHAVINI), Project Station Building, Kalpakkam 603 102. They are also required to submit "NO OBJECTION CERTIFICATE" at the time of written test, failing which they will not be allowed to appear for the written test.
- (viii) Two passport size photograph.

11.1 Applicants are required to furnish a Gazette Notification/certificate in respect of change of name, if applicable.

- 11.2** If the EWS/SC/ST/OBC/PwBD/Ex-servicemen certificate has been issued in a language other than English/Hindi, then the candidates will be required to submit a self-certified translated copy of the same in either English or Hindi.
- 11.3** Candidates are advised to forward clear and legible documents/certificates to avoid rejection at screening stage. Forwarded documents will be subjected to further verification with the original documents at the time of interview, if called for.
- 12.0 The candidates appearing for the interview should invariably carry with them the following at the time of reporting for Personal Interview for verification.** Non production of original documents will debar the candidate from appearing for the interview.
- a) **Originals of all the above mentioned documents.**
 - b) One set of self- attested copies of certificates mentioned above.
 - c) Applicants who are awarded gradation under the CGPA system are required to bring proof issued by the University/Institute converting the CGPA gradation in to appropriate percentage, which should meet the advertised requirement for the post.
 - d) Candidates are required to produce relevant certificate from Principal/Dean of the Institute in support of approval/recognition of the Institute & Course by AICTE at the time of interview.

13.0 How to apply:

- a. Eligible applicants have to forward their application in the proforma attached in the advertisements only, to Sr. Manager (HR-Recruitment), Bharatiya Nabhikiya Vidyut Nigam Limited (BHAVINI), Project Station Building, Kalpakkam 603 102.
- b. The outer cover forwarding the application shall be super-scribed **“APPLICATION FOR THE POST OF ASSISTANT COMPANY SECRETARY” against Advt. No.”**
- c. The last date of receipt of completed application is **20.03.2025 at 17:00 Hrs.**
- d. It is mandatory to fill all the relevant information such as qualification details, experience details, percentage of marks, email address, contact mobile number, address for correspondence etc. Applicants are also required to enclose duly self-attested documents/certificates in support of claim regarding qualification and experience as detailed under Para 11.0.
- e. Applicant is requested to write her/his valid and active email address, as all important communications will be sent to this email address.

- f. Exact percentage of the marks should be mentioned in the qualification percentage of marks column and no rounding off of marks should be done e.g. 59.99% should NOT be rounded off to 60%.
- g. Applicants will be informed about written test and Admit Card will be sent through email/postal. The applicant must carry Admit Card to the venue, without which she/he will not be allowed to appear for written test.
- h. Initial screening is primarily based on the information provided in the application form. It is, therefore, strongly advised that all the details should be carefully and correctly entered in the application form.
- i. **Please note that the 'Application Form' without valid signature and photograph and essential documents as mentioned above will not be accepted. Further Changes/corrections/additions if any in the application form submitted will not be entertained after submission of the application for the above post.**

14.0 Application Fee:

Non-refundable application fee of ₹.300/- may be paid through website www.onlinesbi.com by selecting SB Collect → select PSU-Public Sector Undertaking → filter by state Tamil Nadu → select BHARATIYA NABIKIYA VIDYUT → proceed with payment.

SC/ST/PWD/ Ex-servicemen/women candidates are exempted from payment of fees as per prevailing norms.

General/EWS/OBC candidates shall pay ₹.300/- towards application fee and submit the application along with fee receipt as proof of payment. Without the above, application will not be considered.

- 15.0** The screened-in applicants appearing for written test should invariably carry with them the following at the time of reporting:
- Any one of the Photo identity proof viz. PAN Card/Valid Driving License / Voter ID/College ID/Government issued ID.
 - Aadhar card
 - 'Admit Card' in original bearing photograph of the applicant.

16.0 General Conditions:

- Only Indian Nationals aged 18 years and above, are eligible to apply.
- Before forwarding the application form, the candidate must ensure that she/he fulfills all the required eligibility criteria for the post of

Assistant Company Secretary. If the candidate is not eligible, her/his candidature will be cancelled at any stage of the recruitment process. If the candidate qualifies in the selection process and subsequently, it is found that she/he does not fulfill the eligibility criteria, her/his candidature will be cancelled and if appointed, services will be terminated without any notice or compensation.

- Duplicate applications will not be considered.
- Applications which are not in conformity with the requirement indicated in the advertisement will be rejected. No correspondence shall be entertained from unsuccessful candidates.
- The cutoff date for reckoning the Maximum Age Limit and Experience is the last date of submission of application i.e. **20.03.2025**.
- The candidate's appointment will remain provisional subject to caste certificates being verified from appropriate authorities and verification of other testimonials. The candidate's services will be liable to be terminated forthwith without assigning any reason in case the above verification reveals that her/his claim for belonging to any reserved category and other testimonials is found false. BHAVINI also reserves its right to take such further action against the candidate as it may deem proper, for production of such a false caste certificate/testimonials.
- Original documents (for verification) and self-attested copies as detailed in the advertisement along with the duly signed hard copy of the Application are required to be produced at the time of Personal Interview.
- BHAVINI reserves the right to cancel/restrict/enlarge/modify/ alter the recruitment process, if need so arises, without issuing any further notice or assigning any reason thereof. BHAVINI may at its discretion, re-conduct written test in case of any eventualities.
- BHAVINI reserves the right not to select a candidate for a post, if suitable candidate is not found.
- Appointment of the selected candidate will be subject to medical fitness by the Authorised Medical Officer of BHAVINI.
- Appointment of the candidate in BHAVINI will be subject to verification of Character & Antecedents and Special Security Questionnaire by the prescribed authorities.
- The posts advertised carries with it the liability to serve at any other place in India depending upon BHAVINI requirements.
- If applicant is not interviewed due to not meeting the eligibility

criteria or non- production of the required documents including original NOC, travel ticket, boarding passes etc., travelling expenses will NOT be reimbursed.

- Travelling expenses will be settled subject to production of original travel ticket, boarding passes etc.
- The vacancy shown above is provisional and subject to variation. The filling up of vacancy indicated in the advertisements is also subject to the approval of the Competent Authority and may not be filled up if decided otherwise in terms of the orders issued by the Govt. of India from time to time.
- Mere fulfillment of requirements as laid down in the advertisement does not entitle a candidate to be called for Interview.
- The e-mail id and mobile number entered in the application form should remain active for at least one year. No change in the email id will be allowed once communicated. All future correspondence would be sent to the registered e-mail.
- In case of any ambiguity/dispute arising on account of interpretation in versions other than English, the English version shall prevail.
- Record of the non-selected candidates shall not be preserved beyond six months from the date of formation of select list
- In case of any dispute, legal jurisdiction will be Chengalpattu.
- If, at any stage of the recruitment process or subsequently, it is found that, the applicant has provided wrong information or submitted false documents or has suppressed relevant information or does not meet the eligibility criteria for this recruitment or has resorted to unfair means during selection process or is found guilty of impersonation or created disturbance affecting the smooth conduct of the Written Test/Personal Interview she/he will be liable to be disqualified, prosecuted and debarred for all appointments in BHAVINI and her/his application/appointment will be cancelled/rejected forthwith.
- Applicants applying in response to this advertisement may please visit web portal of BHAVINI for latest updates in this regard from time to time.
- Canvassing in any form will be a disqualification.

17.0 Contact Us:

Only valid queries pertaining to recruitment of Assistant Company Secretary will be entertained by e-mail hrrecruit_bhavini@igcar.gov.in **within the stipulated period only.**

Any further information/corrigendum/addendum etc., pertaining to recruitment of Assistant Company Secretary will be uploaded **ONLY** on BHAVINI website www.bhavini.nic.in. Please keep referring this web portal.



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कल्पाक्कम Kalpakkam - 603 102
चेंगलपट्टु जिला (तमिलनाडु) Chengalpattu District (Tamil Nadu)

**APPLICATION FORM FOR RECRUITMENT TO THE
POST OF ASSISTANT COMPANY SECRETARY**

Advertisement No: BHAVINI/HR/2025/01

Application No.(for office use):

Affix your
recognizable
recent passport
size
photograph &
sign over it

-
1. Name (in Block Letters) :
 2. Father's Name/Spouse Name :
 3. Gender : Male ()
Female ()
Transgender ()
 4. (a) Date of Birth
(in Christian Era) :
 - (b) Age as on last date of
receipt of application : ___ Yrs. ___ Months ___ Days
 5. (a) Address for Correspondence:

(b) Contact Mobile No. :
(c) E-mail ID :
 6. Permanent Address :
 7. Nationality & Religion :
 8. Whether belongs to
SC/ST/OBC/UR/EWS :
 9. (i) Whether Person with Benchmark Disability : YES() NO()
(ii) Indicate type of Disability :
(iii) Nature of disability, indicate the category :

(iv) Mention the percentage of disability :
 (As certified by the Competent
 Medical Authority in PWD certificate)

10. Marital Status :

11. Whether candidate belongs to Ex-servicemen
 category. If so, furnish the details :

12. Details of Educational Qualification

Examination passed	Name of University/Institution	Year of passing	Subject	Marks	Class/Division & % of marks

13. Details of affiliation with Professional Bodies/Institution/Society:

Name of the Body	Membership No.	Since when

14. Experience: Details of posts held from time to time:

S. No.	Name of organisation	Post held	From	To	Nature of job (Responsibilities handled*)

* Attach separate sheet if required

15. Whether the candidate is working under Central Govt./

State Govt./ Public Sector Undertakings, Autonomous bodies : () YES () NO
etc. If yes, furnish the following details.

S. No.	Name of organisation	Post held	From	To	Nature of job (Responsibilities handled*)

* Attach separate sheet if required

Note: Advance copy can be forwarded (Refer Point No. 11.0 of vacancy notification)

16. List of Publications/academic honours received :

17. Name and address of not less than two persons to whom a reference can be made regarding your professional competence. :

18. Mention any one Proof for identity of candidate from the following : (Aadhar Card/Voter's ID/ PAN Card/Driving Licence/Passport) :

19. Furnish the details of the Identity Proof as mentioned above :

20. Any other information you may wish to add :

Undertaking:

I _____ hereby certify that the information given above is true & correct. In case, if any of the above information is found to be false, I am aware that in case of my appointment, I am liable for further action deemed fit.

Self- attested copies enclosed:

DoB proof Certificates/Mark Sheets Membership of institute of Company Secretaries of India Experience certificates
ID proof Aadhar caste/category/Income & Asset Certificate
NOC Two passport size photograph

Signature of the candidate

Place :

Date :



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ADMIT CARD

Name & Address		Please affix passport size photograph (duly attested by a Gazetted Officer)
Post applied for	Assistant Company Secretary	

Details of Identity proof submitted

by the Candidate :

Signature of candidate:

Note: The candidate shall necessarily show the identity proof in original as mentioned above at the time of written examination

(For Office use only)

Roll No. :

Date of Written test :

Centre/Venue :

Signature of Issuing Authority