

WAPCOS LIMITED
(A Government of India Undertaking)
(76-C, Sector-18, Institutional Area, Gurugram, Haryana)

NO.WAP/5/857/2025/HR.

Date: 17.11.2025

WAPCOS Limited requires Company Secretary on regular basis. The requisite qualification, minimum experience, age and pay package for the post are as under:

Sl. No	Name of the Post and pay Scale	No. of post	Maximum Age (as on 30.11.2025)	Qualification & Experience Required
01	Company Secretary in the Pay scale of Rs.80,000-2,20,000(IDA) E-5	01	56 Years	- Degree from a recognised university with membership of Institute of Company Secretaries of India possessing experience not less than 15 years out of which minimum 02 years in the payscale of Rs.60,000-1,80,000(revised IDA) or equivalent in corporate matters including contract and legal aspects. - Desirable- Degree in Law.

- Incumbent will be entitled for CPF as per rules of the Company.
- Applicants are requested to submit application fee @ Rs.1000/- for General and OBC in form of Demand Draft drawn in favor of WAPCOS Ltd payable at Gurugram along-with the application form.

Or

Payment can also be made online in **Account no. 193502000000028, IFSC Code-IOBA0001935**, Sector-18, Indian Overseas Bank, NHB 1935 Branch, Gurugram, Haryana in favour of WAPCOS Limited. Candidates must ensure to attach online payment receipt along with application form, failing which application shall be summarily rejected.

(SC/ST/PwBD/ Female is exempted from payment of fee as per GoI Rules.)

- Age relaxation for SC/ST/OBC/PwBD and Ex-service men candidate shall be as per Government rules. Age relaxation for Internal Candidates, if any shall be dealt as per Company Rules.
- The final list of candidates called for Personal Interview shall be based on the short listing of candidates by a duly constituted screening committee. Only short-listed candidates will be communicated and no interim correspondence will be entertained.
- Any dispute with regard to recruitment against this advertisement will be subject to jurisdiction of Delhi High Court only.
- Those who are working in Govt. Departments/PSUs/Autonomous Bodies are required to apply through proper channel or produce 'No Objection Certificate' and Vigilance Clearance at the time of interview.
- Management reserves the rights to fix the criteria to restrict the number of candidates to be called for Interview.

- No residential accommodation will be provided. However, HRA will be provided as per rules of the company.
- Before submission of application, the candidate must ensure that he/she fulfills the eligibility criteria and other norms mentioned in the advertisement.
- Age relaxation for SCs/STs/OBCs and PWBMDs will be as per Government rules.
- CVs should be in the prescribed proforma **along with photocopies of documents in support of date of birth, qualification and proof of category etc. in case of candidate belonging to reserved category** and post applied for should be superscribed on the envelope of the application.
- SC/ST/PWBMD candidates coming from outstation for appearing in the Interview will be paid rail/bus fare by the shortest route as per rules/sleeper class on production of tickets/proof.
- The post of Company Secretary is required for Corporate Office, New Delhi/Gurugram. However, the selected candidate is liable to be posted anywhere in India or abroad as per Company requirements.
- The mere fact that a candidate has submitted his/her application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her the right to be definitely called for interview/considered further for the engagement.
- The Applicant should have valid Indian Passport will be required at the time of joining.
- The Company will not be responsible for any postal delay within the specified time.
- Interested candidates fulfilling the eligibility criteria may send their CV in the prescribed proforma in an envelope superscribing **post applied for Company Secretary** by 09.12.2025:

General Manager (HR)
WAPCOS LIMITED,
76-C, Institutional Area, Sector-18,
Gurugram-122015 (Haryana)