



माधव प्रौद्योगिकी एवं विज्ञान संस्थान, ग्वालियर
MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR
Deemed University

(Declared under Distinct Category by Ministry of Education, Government of India)

NAAC ACCREDITED WITH A++ Grade

Gola Ka Mandir, Gwalior (M.P.)- 474005, INDIA

Ph.:+91-751-2409300, E-mail: vicechancellor@mitsgwalior.in, Website: www.mitsgwalior.in



MITS

Ref. No.: Advt./Non-Teaching Staff/2026/2

RECRUITMENT NOTIFICATION FOR THE POST OF COMPANY SECRETARY

Madhav Institute of Technology & Science (MITS), Gwalior, a premier Deemed to be University with a distinguished legacy since 1957, invites applications from accomplished, dynamic, and highly motivated women professionals for the position of **Company Secretary**.

01. VACANCY DETAILS & PAY SCALE

S.No.	Post	Category	Pay Scale (Rs.)	Posts
1	Company Secretary (Executive Assistant to Vice-Chancellor)	Open / UR	57,700 – 1,82,400	01

Note: The appointment shall be governed under the Self-Finance category as per MITS-DU service norms.

02. QUALIFICATION & EXPERIENCE

A. Essential Qualification

- **First Class graduate with a professional qualification of Company Secretary (CS) from the Institute of Company Secretaries of India (ICSI) or equivalent statutory body.**
- Minimum 4 years of post-qualification work experience in a relevant capacity with a university, educational institution, corporate house, or public sector organization of repute.

B. Desirable Experience

- Prior experience as a Personal Secretary, Executive Assistant, or equivalent, reporting directly to a Vice-Chancellor, Director, or C-Suite executive in a university, research institute, or reputed organization.
- Demonstrated ability to manage top-level communications, coordinate high-priority meetings, and handle sensitive and confidential information with absolute discretion.

03. KEY RESPONSIBILITIES & JOB PROFILE

The selected candidate shall serve as the primary point of contact and executive support to the Vice-Chancellor, undertaking the following responsibilities:

- Provide high-level, confidential, and professional executive assistance directly to the Vice-Chancellor.
- Manage and coordinate the Vice-Chancellor's daily schedule, including appointments, meetings, travel arrangements, and official engagements.
- Draft, review, and manage all official correspondence, reports, and documentation as directed by the Vice-Chancellor.
- Serve as a liaison between the Vice-Chancellor's office and internal/external stakeholders, ensuring prompt and accurate communication.
- Independently analyze confidential data and institutional documents; prepare concise summaries, briefs, and reports for the Vice-Chancellor's review.



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- Coordinate and facilitate institutional events, academic conferences, and official delegations, managing all logistical requirements.
- Maintain strong partnerships with regulatory bodies, government offices, and partner institutions on behalf of the university.
- Undertake any other duties as assigned by the Vice-Chancellor from time to time.

04. REQUIRED COMPETENCIES & SKILLS

A. Communication & Interpersonal Skills

- Excellent command over spoken and written English.
- Strong interpersonal skills with a professional, presentable, and dynamic personality.

B. Technology & Digital Skills

- Advanced proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and Adobe Acrobat.
- Competence in digital communication platforms, social media management, **AI and IT tools** for office administration.

C. Professional Attributes

- High degree of integrity, discretion, and confidentiality in handling sensitive institutional matters.
- Ability to work independently under pressure, manage multiple priorities, and deliver results within defined timelines.
- Sound professional ethics, disciplined work approach, and a collaborative, service-oriented attitude.
- Broad awareness of current national and international affairs relevant to higher education and governance.
- Willingness to travel as required in the interest of university functions.

05. APPLICATION PROCESSING FEE

Category	Fee (Non-Refundable)
General / Open Category	Rs. 2,950/-
SC/ST (MP Domicile)	Rs. 1,770/-

Mode of Payment: Demand Draft drawn in favour of "**Vice Chancellor, MITS-DU Self Finance**" payable at Gwalior. In the event that an advertisement is cancelled due to an insufficient number of eligible applications, the fee shall be refunded via RTGS/NEFT.

06. HOW TO APPLY

Eligible candidates are required to submit their application in the prescribed proforma, available on the MITS-DU website www.mitsgwalior.in. The completed application, along with all supporting documents and the Demand Draft, must be submitted **offline** in an A4-size envelope addressed to the **Office of the Vice-Chancellor, MITS-DU, Race Course Road, Gwalior – 474005**.

Application Window: 1st April 2026 to 30th April 2026 (up to 4:00 p.m.)

Mode: Offline (Physical Submission Only)



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07. SELECTION PROCEDURE

- Shortlisted candidates will be invited for a Personal Interview. The schedule and list of shortlisted candidates will be published exclusively on the MITS-DU website. No individual communication will be sent.
- In the event of a large number of applications, MITS-DU reserves the right to conduct a written test prior to the interview. The schedule of the same will be notified on the website.
- Candidates appearing for the interview must carry original documents pertaining to educational qualifications, date of birth, relevant experience, Aadhaar card, PAN card, etc. Candidates without original certificates will not be permitted to appear in the interview.
- No request for postponement of the interview date or for an Online/Virtual Interview will be entertained under any circumstances.
- No TA/DA will be admissible for appearing in the written test/interview.

08. DOCUMENTS REQUIRED

Candidates must ensure the following documents are available in original and self-attested copies at the time of interview:

- Age proof (School Leaving Certificate / Birth Certificate / High School Marksheet)
- Educational qualification certificates (High School, 10+2, UG, PG, Professional CS Certificate, and any other)
- Experience certificates from all previous and current employers
- Aadhaar Card and PAN Card
- Two recent passport-size photographs
- No Objection Certificate (NOC) from current employer, if applicable
- Caste Certificate from a competent authority, if applicable
- Disability Certificate from a competent authority, if applicable

9. TERMS, CONDITIONS & GENERAL INSTRUCTIONS

- a. Appointed candidates will be governed by MITS-DU's prevailing service rules and conditions, as amended from time to time.
- b. Every employee of MITS-DU shall adhere to the professional Code of Conduct and is liable to disciplinary action for any lapses in assigned duties; conduct unbecoming of a university employee; engaging in communal activities or making inappropriate remarks on the basis of caste, creed, religion, race, or gender; plagiarism in any form; or any act detrimental to the reputation of the institution.
- c. Leave entitlements and workload norms shall be as prescribed by MITS-DU from time to time.
- d. Any candidate who has been blessed with a third child after January 26, 2001 will not be eligible for appointment.
- e. The number of posts indicated is tentative and may be revised at the discretion of the competent authority.
- f. MITS-DU reserves the right to shortlist candidates, to fill or not fill the advertised position, and to cancel the advertisement without assigning any reasons. No correspondence in this regard will be entertained.
- g. Applications found incomplete, without required enclosures, photograph, or prescribed fee will be summarily rejected without communication.
- h. Any information found to be false, fabricated, or suppressed at any stage — before or after appointment — shall result in cancellation of candidature or termination of services, in addition to appropriate legal action.



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- i. Canvassing in any form, or the use of political or any other influence, shall lead to outright disqualification.
- j. Candidates with active court cases or those booked under IPC provisions are not eligible to apply.
- k. All qualifications and experience will be reckoned as on the last date of submission of the application.
- l. In the event of any dispute, the jurisdiction shall vest exclusively with the Courts at Gwalior, Madhya Pradesh.

★ **Important Notice:** Candidates are advised to visit the MITS-DU website www.mitsgwalior.in regularly for updates, corrigendum, and further information pertaining to this recruitment.



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APPLICATION FORM FOR POSITION OF

(To be filled by the candidate in block letters with their own handwriting)

Affix

Self-attested
Recent
Photograph

Position Applied for:

Category : GEN/SC/ST/OBC..... (in case of reserved category please enclose certificate)

Payment details: Amount Rs:..... Bank Draft No.:..... Date :.....

Name of the Bank :.....

1. Applicant's Name in Full.....(in Block Letters)

..... (in Hindi)

2. Father's Name :.....

3. Mother's Name :.....

4. Date & Place of Birth :(DD/MM/YYYY) Age as on 30/04/2026 :Year MonthDays

5. Gender :.....

6. (A) Postal Address :.....

City :..... State :..... Pin code :.....

Landline No. with STD Code : +91 _____ Mobile No.....

(B) Permanent Address :.....

City Pin code :.....

Landline No. No. with STD Code : +91 Mobile No.....

7. Email :.....

8. Nationality :..... Name of the state which you belong (Domicile) :.....

9. Marital Status :....., If Yes, Name of Spouse & Profession:No. of Children:.....

10. Are you physically handicapped? Yes Or No. If yes, Give Details.....
(Enclose certificate)

11. (a) Educational Qualifications:

Examination passed	Year	School/Institute	Board/University	% /Division/CGPA	Encl.No.
10th / High School					
10+2/ Higher Secondary					
UG Branch..... Other.....					
Company Secretary Level:-----					
PG (if any) Branch..... Other.....					
Ph.D/ Any other qualification					

(b) Details of Company Secretary Programme Completed:

S.No.	Exam /Level	Year	Subject	Qualified (yes/No)	Encl. No.
1					
2					
3.					

(c) Computer Application/ Other Examinations Passed (Certificate/Diploma or equivalent):

S.No.	Exam	Year	Subject	Duration	Grade/ Marks	Encl. No.
1						
2						

(d) Are you proficient in stenography skills/ computer skills/ English & Hindi Typing/ advance e-communication skills? If yes, please provide the details:

S.No.	Skills	Details
1		
2		
3		
4		

12. Work experience: (Total..... Years.....Months)

(Provide the details in chronological order) (Enclose separate sheet of A4 size paper, if required)

Name of Post Held	Name of Employer	Date of Joining	Date of Leaving	Total Experience	Pay Scale	Part time / Full time	Nature of Appointment (regular / permanent /contract/ visiting)	Salary Drawn	Encl. No.

Note: Experience will be taken into consideration only if the application is endorsed by the present employer and certificates of experience are attached. Please indicate break in service, if any with reasons thereof.

13. Professional Expertise

(Enclose separate sheet of A4 size paper, if required)

14. Professional Achievement/Contributions

:-

(Enclose separate sheet of A4 size paper, if required)

15. Provide the details of Training Program Attended:

(Enclose separate sheet of A4 size paper, if required)

16. Achievements of last five years

:-

(Enclose separate sheet of A4 size paper, if required)

17. Award/Honors/Scholarship

:-

(Enclose separate sheet of A4 size paper, if required)

18. Give details if you have been at any time

- a) Pronounced unfit for Government Service :-
- b) Dismissed/Removed or debarred from Government service :-
- c) Convicted in a criminal Court :-

19. Any other information (applicant may mention special qualification or experience benefitting them for engagement, which has not given above and also how you satisfy the conditions of advertisement

(Enclose separate sheet of A4 size paper, if required)

20. Membership of Professional bodies/Institutions

:-

21. How soon would you be available to take up engagement as?

:-

22. Would you like to treat your personal information in this application with enclosures as confidential for RTI Act

2005 provision (Write yes or no).....

23. A short write up (about 200 words) how you will contribute at MITS-DU through your expertise:

(Give details on separate sheet of A4 size paper)

24. Name, Designation and address of academic/professional references (three):

S.No.	Name & Designation	Address

DECLARATION

I am aware that the selection procedure will be as per detailed advertisement for Engagement of available on MITS-DU website. Further, I declare that the decision of competent authority of Madhav Institute of Technology & Science -Deemed University, Gwalior regarding Engagement procedure, shortlisting criteria for the Interview or selection will be accepted for me.

If called for Interview, I will not claim for the change of venue or mode of Interview or written test.

I hereby declare that, I am not having any court cases/booked against me under IPC and I hereby declare that all the information given above and the supporting documents are true and correct to the best of my knowledge and belief and in case it is proved, my candidature shall be liable for dismissal.

Applicant's Signature & Name

Place :.....

Date :.....

List of Enclosures attached

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

[to be submitted on the letter head of present employer (if any)]

ENDORSEMENT

(The application be sent through proper Channel)

The applicant Dr./Mr./Ms.....

S/O/D/O/W/O.....is employed as..... in the

..... (Temporary/Permanent/Regular) position since.....and is drawing a Basic

pay of Rs. per month in the scale of Rs.....at

(Institute/Organization)

The(Institute/Organization) does not have any objection, if the candidate offer services under contract engagement of at Madhav Institute of Technology & Science -Deemed University, Gwalior.

Place:.....

Date:.....

Signature of Forwarding Officer

with Designation and Stamp