

**ADVERTISEMENT NO. H/03/2025**  
**ENGAGEMENT OF PROFESSIONALS ON FIXED TERM TENURE BASIS**

Troop Comforts Limited (TCL) is a Public Sector Undertaking incorporated on 16th August 2021 under the Companies Act, 2013 (18 of 2013) with 100% equity share held by Government of India. Its authorized share capital is Rs. 10,000 Cr. and its paid up capital is Rs. 4933 Cr. TCL is a new Defence PSU with its headquarter at Kanpur (U.P.). It has five (05) constituent units and has around 4500 employees. It is involved in manufacturing of life Cycle Clothing (LCC), Extreme cold Climate Items (ECC), Special Clothing & Mountaineering Equipment (SCME), Supply Drop Equipment (SDE), Water Storage Equipment, Covers, Tentages, Leather Items, Arrester Barrier, General Stores, etc. for Defence Services and Civil Sector. It offers great work environment and challenging opportunities for the professional to prove their mettle. Applications are invited from experienced professionals for the following positions on fixed term tenure basis:

SL No.	Particulars	Details
1	Name of Post	Company Secretary
2	No of Positions	01 (Fixed term tenure basis)
3	Minimum Age	25 Years
4	Maximum Age	45 Years
5	Qualification	Registered Company Secretary (C.S.) Member of the Institute of Company Secretary of India (ICSI). Candidates with background of M.Com /CA Inter/ CMA Intern/LLB will be preferred.
6	Experience	Minimum of 5 years as Company Secretary in Manufacturing company – Listed or with Turnover of Rs. 200 Cr. (Latest Audited Balance Sheet). Relevant Experience in Public Sector shall be preferred. (It is also requested to fill upload the <b>Annexure- B</b> along with experience Certificate )
7	Term & Condition	Detailed terms and conditions, required for the post are attached as <b>Annexure -A</b>
8	Tenure	03 years (Subject to annual performance).
9	Consolidated Emoluments	Consolidated Rs. 125000/- per month revised annually based on performance & as per TCL policy/norms.



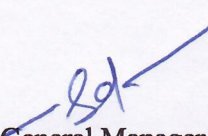
SL No.	Particulars	Details
1	Name of Post	Graphic Designer
2	No of Positions	01 (Fixed term tenure basis)
3	Minimum Age	21 Years
4	Maximum Age	40 Years
5	Qualification	Bachelor's Degree or Diploma in Graphic Design or related field from a recognized university. Aight qualification related to Graphic Design will be preferred.
6	Experience	Minimum of 2 years of experience as Graphic Designer in Garment Industry. (It is also requested to fill upload the <b>Annexure- C</b> along with experience Certificate )
7	Desirable Qualification	<p>A) Certification</p> <ul style="list-style-type: none"> <li>- Certification in design software (Adobe Suite/Corel Draw/Figma/Sketch etc.</li> <li>- Proficiency in Microsoft Power Point Presentation.</li> </ul> <p>B) Skills</p> <ul style="list-style-type: none"> <li>- Proficiency in design tools (Adobe Photoshop, Illustrator, PowerPoint, Corel Draw, Figma etc.</li> <li>- Asthetic Sense and creativity.</li> <li>- Understanding of branding and visual communication.</li> <li>- Ability to create visually engaging and clear presentations.</li> <li>- Conceptualization &amp; Designing skills such as Typography, Color Theory, Lay-out skill and design trends.</li> <li>- Written communication skill in english.</li> <li>- Hands on experience in social Media marketing.</li> </ul>
8	Term & Condition	Detailed terms and conditions, required for the post are attached as <b>Annexure - A &amp; D.</b>
9	Tenure	03 years (Subject to annual performance).
10	Consolidated Emoluments	Consolidated Rs. 40,000/- per month revised annually based on performance & as per TCL policy/norms

### How to apply

- Interested candidates may apply online mode only on the online recruitment portal on website (<https://www.troopcomfortslimited.co.in/>). Hard Copy will not be entertained. Application shall be submitted on online recruitment portal along with scanned self-attested copies of evidence of proof of age, qualification and experience, listed or turnover details, last drawn pay including level/grade or CTC as applicable etc.
- The cut-off date for age, qualification, and experience will be **12/09/2025**.
- Last date for receipt of Application at TCL website will be **12.09.2025**.
- Application fee (Non-refundable Rs.500/-) to be paid **through SBI e Pay only**. SC/ ST/PwD/ Ex-Service-men applicants are exempted from payment of application fees.
- Non-submission of required documents as per application format will be treated as incomplete application and will be rejected forthwith. It is mandatory to fill all the relevant information such as qualification details, experience details, percentage of marks etc. In case of any variation in Name/ surname/spelling mentioned in the Application cum Bio-data and in educational/ professional qualification certificates, application will be liable to be cancelled.



6. Applicant is requested to enter his/her active email address and mobile phone number which should be valid and operational, as all important communications will be sent to this email or mobile number only. The engagement of above professionals on tenure basis will be subject to the terms and conditions attached as **Annexure – A. All the candidates are required to go through the terms and conditions thoroughly before filing their applications.**

  
General Manager/HR  
Troop Comforts Limited  
Corporate Hqrs., Kanpur

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**कॉरपोरेट मुख्यालय-ट्रूप कम्फर्ट्स लिमिटेड, जी.टी. रोड कानपुर (उ०प्र०) 208013**

फोन : 0512-2451781 – 83, फैक्स: 0512-2450099

**CORPORATE HQRS: TROOP COMFORTS LIMITED, G.T. ROAD, KANPUR, (U.P.) – 208013**

PHONE: 0512-2451781-83, FAX: 0512-2450099

Email : **[info@troopcomfortslimited.co.in](mailto:info@troopcomfortslimited.co.in)**



**Terms and Conditions for Engagement of Professionals on Fixed Term Tenure basis**

**Criteria for Engagement**

1. Engagement of Tenure based Personnel may be for the period required but shall not exceed a maximum of three years from the date of engagement subject to satisfactory performance and yearly review. The tenure will come to an end automatically on completion of three years from the date of joining, without any further notice. The employment can be terminated during the period of tenure engagement, by giving two month's notice by either party or payment of Consolidated Remunerations of notice period.
2. Applications received after due date will be rejected.
3. Rs 500/- (Rupees Five hundred only) which is non-refundable (exempted in the case of SC /ST/ PWBD/ Ex-servicemen) is to be paid as Application Fee.
4. The candidates who are short listed for interview will be advised to bring required original documents / testimonials, along with self attested copies, in support of Age, Qualification, and Experience etc. The certificates are to be verified by a designated Officer of HR before the candidate is permitted to attend the interview as under:-
  - (a) Documentary evidence of proof of Date of Birth i.e. SSC Board Certificate or Secondary School Leaving Certificate only.
  - (b) Documents / Certificates in proof of Educational Qualifications and Experience.
  - (c) Experience /Certificate on the Company letter head, which has the details of the Company etc., if employed, the Relieving Certificate and Service Certificate from the present employer
5. Candidate who have work experience in the Private Sector and produce experience certificate should submit the same in the letter head of the Company. The letter head of the company should have the details of the Company
6. A monthly Consolidated Remuneration will be as under:
  - a) Company Secretary - Rs 1,25,000/- per month (all inclusive).
  - b) Graphic Designer - Rs. 40,000/- per month (all inclusive).
7. An annual increase of 5% (Based on performance) per year during the tenure shall be admissible on the Consolidated Remuneration, subject to satisfactory performance.
8. Company quarters, if available, may be provided. However, House Rent for Quarters including Water, Electricity charges etc. will be deducted as per Rules. No HRA will be payable separately.
9. Additional lump sum amount of Rs.1000/- per month will be paid for the Medical Expenses (both in-patient and outpatient), based on self-certification. This amount shall be paid on monthly basis along with the Consolidated Remuneration. Candidate will not be entitled for any other Medical Benefits.
10. Entitlement to 10 days Casual Leave in every calendar year and also to 2 days of Earned Leave (EL) with Pay for every calendar month of service.



11. Entitlement to paid holidays of the Company as applicable to the regular employee of the Company.
12. The candidate will be required to abide by various Company Rules & Regulations (as applicable to Regular employees) which govern carrying out the assigned tasks and conduct, like Standing Orders, transfer-ability to other Departments etc.
13. The candidate will be covered under applicable Rules with respect to Income Tax, Professional Tax, etc.
14. The candidate will not be entitled for any Allowances or Benefits including promotion etc. other than those contained in the Offer of Tenure engagement.
15. The persons engaged on full time basis will not be allowed to take any other assignment during the period of contractual engagement.
16. TCL also reserves the right to cancel/amend the advertisement and/or the selection process there under.
17. Any corrigendum/clarifications of the advertisement, if necessary, shall only be uploaded on TCL website and no separate press coverage shall be done for this purpose.
18. The candidates must have an active E-mail ID & Mobile number which must remain valid for at least next one year. All future communications with the candidates will take place only through E-mail. Candidates have to ensure accuracy of their E-mail ID & Mobile number. No change in E-mail ID & Mobile number as declared in the application will be allowed. The Company shall not be responsible if the information/intimations do not reach candidates in case of change in the mobile number, email address, connectivity/network issues, technical fault or otherwise, beyond the control of the Company. Candidates are advised to keep a close watch on the Company website for latest updates.
19. For any queries regarding this engagement, please send E-mail to [info@troopcomfortslimited.co.in](mailto:info@troopcomfortslimited.co.in) or contact on 0512-2451781-82 on all working days from 9.30 AM to 06.00 PM (Monday to Friday).

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**Annexure 'B' of Advt. No.H/ 03/2025**

**Details of Experience for Engagement of Company Secretary on Fixed  
Term Tenure Basis in Troop Comforts Limited**

Candidate Name							
Sl. No.	Company Name	Post Hold	Period (No. of Years & Months,	* Whether the Company is Manufacturing Company (Yes/No)	* Whether the Company is Listed (Yes/No)	*Whether the Company Turnover is more than 200 Cr. As per the latest available financial statement (Yes/No) #	Area of activity of The Company

**\* Reply must be only in Yes/No**

**# The copy of latest audited balance sheet, if applicable to be uploaded on the recruitment portal.**

Date :  
Place:

Signature of Applicant



**Annexure 'C' of Advt. No.H/ 03/2025**

**Details of Experience for Engagement of Graphic Designer on Fixed Term  
Tenure Basis in Troop Comforts Limited**

Candidate Name						
Sl. No.	Company Name	Post Hold	Period (No. of Years & Months)	* Whether the Company is Manufacturing Company (Yes/No)	* Whether the Company is Listed (Yes/No)	Area of activity of The Company

Date :  
Place:

Signature of Applicant



**Key Responsibilities of Graphic Designer on Fixed Term Tenure Basis in Troop Comforts Limited**

- Create visually appealing and on-brand product catalogues that effectively showcase the company's products and services.
- Design marketing assets including brochures, flyers banners and digital content, ensuring consistency with the company's visual identity.
- Design professional and engaging presentations for meeting etc.
- Work closely with marketing teams to understand project requirements and ensure designs meet organizational goals.
- Ensure all designs are aligned with the company's brand guidelines and maintain a consistent visual identity across all materials.
- Revise and update designs based on feedback from stakeholders, ensuring the final deliverables meet expectations and project goals.
- Keep up with industry trends, software updates and best practices to continually improve design quality and creativity.
- Handle multiple design projects simultaneously, ensuring all deadlines are met without compromising quality.
- Provide design support for other ad-hoc projects as and when required, including social media assets website, graphics and internal communications.