

## Requirement of Company Secretary in THDC India Ltd

THDC India Ltd. a Mini Ratna, Schedule "A" PSU under Ministry of Power (MOP), Govt. of India is a joint venture of Govt. of India and Govt. of Uttar Pradesh. under the administrative control of Ministry of Power, Govt. of India intends to recruit a Secretarial Officer (Trainee).

Job - Designation/Post Offered	Secretarial Officer (Trainee)
Scale of Pay*	<p>Rs. 8600-14600 (During Training period)            Rs. 10750-16750 (on completion of training period) (Provisional-Upward revision in Pay-Scale is due with retrospective effect, i.e. w.e.f. 01-01-2007).            (E 2 - A)</p> <p><i>Free Bachelor Accommodation shall also be provided on twin sharing basis during training period.</i></p>
Qualification	<p>Associate Member of Institute of Company Secretaries of India. LL.B as additional qualification is desirable/ preferable.            Candidate should be proficient in English.</p> <p><b>Passing the CS Examination by obtaining minimum of 60% marks in case of General/OBC Category applicants and pass ( 50% marks ) in case of SC/ST category.</b></p>
Age as on 31 <sup>st</sup> March, 2011	Up to 28 years
Job Description	<ul style="list-style-type: none"> <li>• Organize and conduct various Board Level meetings viz. Audit Committee Meeting, Remuneration Committee Meeting, AGM &amp; other board Level Meetings and its recording of approved minutes in the meeting.</li> <li>• Ensure and monitor overall compliance with laws and regulations, particularly the Companies Act 1956 and Corporate Laws.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure preparation, Printing and Distribution of Annual Report.</li> <li>• Compliance of provisions of Companies Act, 1956 and file various statutory returns.</li> </ul>
No. of Vacancy	01
Bond or Service contract:	To serve the corporation for a minimum period of 3 years after completion of Training period.
Location	Rishikesh

#### **Salary Details**

Cost to Company (CTC)	Approx. Rs. 3.70 Lakh P.A (during training period)	Approx. Rs. 7.76 Lakh P.A . After successful completion of one year training on absorption as Secretarial Officer.
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#### **Selection Procedure**

Shortlist from Resumes:	Yes
<b><u>General –</u></b> (a) Reservation	Reservation for SC/ST/OBC (Non Creamy Layer) as per Govt. of India Directives.
(b) Interview	Group discussion followed by interview.

\*The scale of pay is under revision w.e.f. 01.01.2007.

**Eligible members may forward their soft copy of their CV mentioning % of marks in Company Secretary ship examination, age as on 31<sup>st</sup> March 2011, category e.g. General, OBC, SC/ST etc at email Ids [gopalakrishnan@thdc.gov.in](mailto:gopalakrishnan@thdc.gov.in) & [pcgpillai@yahoo.co.in](mailto:pcgpillai@yahoo.co.in) latest by 21<sup>st</sup> April 2011.**