

# छत्तीसगढ़ स्टेट पॉवर डिस्ट्रीब्यूशन कंपनी लिमिटेड

## CHHATTISGARH STATE POWER DISTRIBUTION COMPANY LTD.

(A Government of Chhattisgarh Undertaking) (A Successor Company of CSEB) (CIN: U40108CT2003SGC015822)

## O/o EXECUTIVE DIRECTOR (HR)

No. 02-11/Recr./CS/ 30/7

Raipur, Date:

L 3 AUG 2022

## Recruitment Notice For Appointment of "Company Secretary" in CSPDCL (On Contract)

Chhattisgarh State Power Distribution Company Limited invites applications for appointment of one (01) post of Company Secretary on contract basis, as per details below:-

S.	Item	Description						
No.		** -						
1.	Job Profile	He/She will carry out all the functions of Company						
		Secretary cum Compliance Officer of Chhattisgarh State						
		Power Distribution Company Limited during the contract						
		ervice period.						
2.	Contract Pay	Fixed emoluments of Rs. 88,000/- (Rupees Eighty Eight						
		Thousand) Per Month.						
3.	Educational	Associate / Fellow Member of the Institute of Company						
	Qualification	Secretaries of India (Membership Certificate duly attested						
		be attached with the application).						
4.	Experience	(i) Essential: Experience of 3 years (Post Professional						
		Qualification) of having worked as a Company Secretary in						
		any Government Company/Public/ Private/Listed Company						
		having minimum paid up capital of Rs. 100 Crore and						
		minimum annual turnover of Rs. 300 Crore. (Experience						
		Certificate duly self-attested be attached with the						
		application).						
		(ii) <b>Desirable:</b> Preference will be given to a candidate						
		having experience of handling Company Law Matters of						
		Power Sector Government Company (Experience Certificate						
		duly self-attested be attached with the application).						
		Note: Experience gained after acquiring the requisite						
		Professional Qualification (i.e. After passing Final /						
		Professional Examination of the Institute of Company						
		Secretaries of India, New Delhi) will only be reckoned for						
		the purpose of calculation of 'Post Professional Qualification						
		Experience.						
5.	Age Limit (As on 01-01-2022)	Minimum age - 25 Years and Maximum age - 45 Years.						

6. Selection		The selection will be based on scrutiny of application &				
	Process	documents, followed by interview.				
7.	Tenure Of	For a period of two years, extendable for another one year.				
	Contract	Candidate will be required to enter into a suitable contract				
		as per the existing rules.				
8.	Application	A non-refundable application fee of Rs. 1500/- in the form				
	Fee	of Demand Draft/Banker's Cheque drawn in favour of				
		"Assistant Manager (CAU), CSPDCL, Raipur payable at				
		Raipur (Chhattisgarh) shall be submitted alongwith the				
		application by the candidate. The candidate should write				
		their name and complete mailing address on reverse of				
		Demand Draft. Applications without application fee will be				
		rejected.				
9.	How To Apply	(a) Candidates are required to submit their applications in				
		prescribed format which may be downloaded from the				
		Company's website. Relevant documents in support of				
		qualification and experience etc. shall also be required				
		to be attached with the application. The application				
		must reach on the following address on or before <b>25/08/2022</b> . Applications received without requisite				
		enclosures shall be liable for rejection.				
		O/o Executive Director (HR)				
		Chhattisgarh State Power Distribution Company				
		Limited				
		Vidyut Sewa Bhawan Campus, Danganiya				
		Raipur (C.G.)- 492013				
		Email id – <u>hr.cspdcl@cspc.co.in</u>				
		(b) Envelope containing the application should be clearly				
		superscribed "Application for the post of Company				
		Secretary, on contract".				
		(c) The application received only by Registered / Speed				
		post will be accepted.				
		(d) Application received by hand / courier / any other				
		mode except Registered / Speed Post shall not be				
10	Othon	accepted.  (a) Duly filled up application in prescribed format				
10.	Other Conditions	alongwith all the testimonials should reach the 0/o				
	Conditions	Executive Director (HR), CSPDCL Raipur by the last date				
		of submission.				
		(b) CSPDCL will not be responsible for any postal delay or				
		loss in respect of receipt of application form.				
		(c) A certificate from previous/present employer regarding				
		satisfactory performance rendered by the candidate				
		during entire service period, should be enclosed with				
		the application.				
		(d) Appointee will have to produce Medical Fitness				
		Certificate issued by Divisional Medical Board, at the				
		time of joining the post.				
		(e) Interview, will be held at CSPDCL Head Quarters,				
		Danganiya, Raipur (C.G.)				

- (f) The appointment shall be governed by the CG Civil Services (Conduct) Rules 1965.
- (g) Leave and other conditions of contract appointment shall be as per the "Chhattisgarh Civil Sewa (Samvida Niyukti) Niyam, 2012" as amended.
- (h) The headquarter during the period of contract shall be at Raipur.
- (i) He/She will not be entitled to any fringe benefits and other facilities as admissible to regular officers/officials of the Company.
- (j) He/She will be eligible for TA/DA for journies performed by him/her, if any, for official tour admissible to Class II officers of the Company in the rank of Assistant Engineers.
- (k) He/She will not be entitled to any advances like house building advance, motor cycle/car advance etc.
- (l) He/She shall not be entitled for reimbursement if medical expenses. However he/she may avail medical facility available at Dispensary of Chhattisgarh State Power Companies.
- (m) The appointee will not be provided Company's quarter.
- (n) Income tax as may be applicable shall be deducted at source.
- (o) During the tenure of contract appointment, the candidate will not take any assignment from any other agency/department/firm/company.
- (p) The appointee shall have to deposit minimum 10% of his/her contract pay in LIC pension scheme or PPF and shall intimate this fact to the appointing authority as to which of the scheme he/she has opted.
- (q) Candidate will be required to enter into a suitable contract as per the existing rules. The contract shall be terminable on either side by giving one month's notice or payment of one-month salary in liue thereof.
- (r) CSPDCL reserves the right to cancle the complete process of recruitment.

EXECUTIVE DIRECTOR (HR)
CSPDCL: RAIPUR

### GELATTISCARI STATE POWER DISTRIBUTION COMPANY LTD.

(A Government of Chhattisgarh Undertaking) OHN 040108CT2003SGC015822

### O/o ED (HR), C.S. Power Distribution Co.Ltd., Raipur (FORMAT OF APPLICATION)

Important Notes: (i) Before filling this form, read the instructions carefully. (ii) All entries should be made in CAPITAL LETTERS. (iii) The Application to be made strictly in the following format and to be filled in ENGLISH Language only. (iv) Please see the bottom of the application form for documents to be enclosed.

	, , ,		AUGUST A STEERING AND				
	POST APPLIED FOR COMPANY SECRETARY - ON CONTRACT BASIS						
1.	Candidate's Name (IN CAPITAL LETTERS) (please keep one box blank between nam	ne, middle nan	ne & surname)				
•							
2.	Father's/Husband's Name (IN CAPITAL LETTERS) (piease keep one box blank betwe	en name, mid	Idle name & surname				
3.	Date of Birth 4. Age (As on 01 / 01 / 2022)						
	DD MM YY DD MM YY						
	Please mark ( $\sqrt{\ }$ ) tick in the appropriate box						
5.	Category 6. Domicile Status (Please	e Tick √)	*				
	UR OBC SC ST Chhattisgarh Othe	r than Chhattis	sgarh				
7.	. Marital Single Married 8. Nationality India	an Ar	ny Other				
9.	. Gender Male Female Transgender						
10	0. Whether presently working YES NO 11. Total No. o of Experier						
12.	2. Particulars of Demand Draft						
	DD.No. Date Name of Bank Branch Address B	ranch Code	Amount (Rs.)				
	Condition II - T						
12	Candidates Name, Father's name, address, telephone number, date of birth and category should be written		e of the Demand Draft				
. صيد	. Candidate's Address for communication (IN CAPITAL LETTERS Black Ball Point Pen Name :	only)					
			Please affix one				
	Father's Name : Address :	re	ecent passport size				
			Photograph self				
	District :		attested				
	State : Pin Code:						
	Contact : Tel. No. Mobil No.:						
	Abbreviations:  UR - Unreserved  SC - Scheduled Caste of C.G. State	·	Signature of Candidate				

ST - Scheduled Tribe of C.G. State

OBC - Other Backward Class of C.G. State

14.	Education	21 6412	Contina	в.
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S. No.	Exam Passed	Institution /University	% of Marks Obtained (Aggregate)	

15. Experience

S.No.	Name of post	Name of Organization	Nature of duties (Please write briefly)	Total Period
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		<del></del>	*	
		-		*

#### 16. Permanent Address

Address	:		\$1.000 (1	 •
	:			
District	*			
State	:			
Pin Code	:			

#### **DECLARATION**

I hereby declare that all statements made in this application are true and correct to the best of my knowledge and belief. I further declare that I have read the recruitment notice alongwith its annexure and I understand my candidature is as per the terms and conditions mentioned in the recruitment notice under consideration. I understand that in the event of any information being found false or incorrect or not satisfying the prescribed eligibility criteria for the post applied for, my candidature is liable to be cancelled / rejected at any stage of selection.

#### Place:

#### Date:

(Signature of the Applicant)

### Self attested documents to be enclosed with application:-

- 1. 10<sup>th</sup> Board Mark sheet for verification of Date of Birth.
- 2. Copy of certificates/mark sheets regarding educational qualification.
- 3. Experience Certificate.
- 4. Application Fee in the form of Demand Draft/ Banker's Cheque drawn in favour of Assistant Manager (CAU) CSPDCL, Raipur payable at Raipur be enclosed with application.
- 5. Certificate from previous employer.