

ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED
(A Govt.of A.P. undertaking)
VIDYUTH SOUDHA : : VIJAYAWADA

Notification No. 01/JS(Per)/2023, Dated: 13.02.2023

APGENCO Limited (Wholly owned by Government of A.P.) is one of the pivotal Organization of Andhra Pradesh, engaged in the business of Power Generation with an installed capacity of **7189** MW, invites applications from the qualified candidates for the post of Company Secretary. For further details visit www.apgenco.gov.in.

Last date for submission of application: Dt. 13.03.2023 @ 5.00 P.M.

VIJAYAWADA
Date:13.02.2023

B. SREEDHAR, IAS
Managing Director
APGENCO

ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED
(A Govt.of A.P. undertaking)
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APGENCO was incorporated under the Indian Companies Act 1956 as wholly owned State Government Company. It is one of the pivotal Organisation of Andhra Pradesh, engaged in the business of Power Generation. Apart from operation & Maintenance of the power plants, it has undertaken the execution of the ongoing & new power projects scheduled under capacity addition programme and is taking up renovation and modernisation works of the old power stations. In addition, Andhra Pradesh Power Development Corporation Limited (APPDCL) & APSPCL are subsidiaries of APGENCO. The existing installed capacity of APGENCO is 7189 MW comprising 5010 MW Thermal, 1773.6 MW Hydro, 405.4 MW Solar power stations.

2.0. **Details of Post :**

The Corporation fosters excellent work environment and has attractive compensation package. To support its high growth trajectory, APGENCO is looking for promising and competent Company Secretary professional with brilliant academic record who are ready to take up challenges along with us.

Post/Pay Scale	Qualification	Maximum Age (as on date of Notification)	No.of Vacancies
Company Secretary/ Rs.70925-2900-79625- 3335-96300-3720-107460	<u>Essential Qualification:</u> Membership of the Institute of Company Secretaries of India (ICSI). <u>Desirable:</u> Graduation in Law.	40 Years	01

3.0 **Essential work experience** (as on date of Notification)

Minimum 5 years post qualification Executive experience (as on the date of Notification) in Companies engaged in the manufacturing process with annual turnover of not less than Rs.200 Crores per annum. Should be well-versed with provisions and regulations of Companies Act, 1956, other Corporate laws and SEBI Rules & Regulations. Should have basic knowledge about the Power Industry.

4.0 **Preference:**

Candidates having experience in Public Sector Undertakings will be given preference.

5.0 **Compensation package:**

Compensation in CTC terms is one of the best amongst the State PSUs . The Corporation offers attractive Compensation package comprising Basic pay, Dearness allowance, HRA, other perquisites and allowances, Medical facilities, Terminal benefits etc. as per Company's Rules in force from time to time.

6.0 **Selection procedure:**

Candidates will be shortlisted based on the experience profile for personal Interview.

7.0. **Job description and responsibilities:**

- 7.1. To report to the Board about the compliance with provisions of Companies Act, the rules made there under and other laws applicable to the company.
- 7.2. Drafting of all types of Agreements.
- 7.3. Responsible for Secretarial, Legal and Compliance related matters of the Company.
- 7.4. To ensure that the affairs of the Company are conducted in the manner specified in the Memorandum and Article of Associations of the Company.
- 7.5. Organizing, Preparing Agendas and taking Minutes of the Board Meetings and Annual General Meetings and other Committee meetings.
- 7.6. To maintain the Minutes of the above meetings.

- 7.7 To Guide the Directors about their responsibilities and duties.
- 7.8 Dealing with correspondence, collating, information and writing reports, ensuring decisions made are communicated to the relevant company stake holders.
- 7.9 Compliance with FEMA and SEBI.
- 7.10 Maintenance and updations of statutory registers, records etc., as per the applicable law and filing of the returns etc., with MCA, RBI, DPE including the Security of :
- Company Seal.
 - Certificate of Incorporation.
 - Certificate(s) on Change of Name .
 - Memorandum and Articles of Association.
 - Directors' Service Contracts
 - Share Certificates and Stock Transfer Forms.
 - Other Documents of Title.
- 7.11 Liaise with Various Government Departments to ensure Statutory compliance/ Approvals.
- 7.12 Perform Jobs in all Corporate Law Matter.
- 7.13 Furnishing the Annual Returns and Forms according to the Companies Law.
- 7.14 To do all such duties as assigned by the Board/Managing Director from time to time.
- 7.15 Any other matters related to Companies Act not mentioned here.

8.0 **Place of Work:**
APGENCO Corporate Office/ Vidyut Soudha/Vijayawada.

9.0. **Health :**
The candidate should have sound Health. Before Joining, the candidate should produce Medical Certificate issued by the Civil Surgeon in the Prescribed format of APGENCO.

10.0 **Terms and Conditions:**

- 10.1. APGENCO under any circumstances will not entertain the information, if any furnished by the candidate subsequently. Candidates should be careful in filling up the application form at the time of submission.
- 10.2 If the information furnished by the candidate in any part is found to be false or incomplete or is not found to be in conformity with the eligibility criteria mentioned, the candidature/ appointment will be considered as revoked /terminated at any stage of recruitment process or after selection/joining without any reference given to the candidate.
- 10.3 The candidate should not furnish any false/ tampered/ fabricated information **or** suppress any material information while filling of the application form.
- 10.4 In-service applicants should submit through proper channel along with "No objection Letter" from the Controlling officer/Head of Department.
- 10.5 APGENCO reserves the right to modify/cancel the notification and/or recruitment process without assigning any reason.
- 10.6. The mere fact that a candidate submitted application against the Notification does not entitle him/her the right to be called for interview.
- 10.7 The Courts, Tribunals/Forums at Vijayawada only shall have the role and exclusive Jurisdiction to try any such cause /dispute out of this Notification.

11.0. **How to Apply:**

Interested candidates should apply in the prescribed format (as attached to this Notification) in duplicate along with relevant copies of enclosures as per check list, duly super scribing the post for which applied and addressed to: The Joint Secretary (Personnel), 3rd Floor, Vidyut Soudha, APGENCO, Vijayawada – 520 004.

12.0. The last date for receipt of application 13.03.2023 @ 5.00 PM.

B. SREEDHAR, IAS
Managing Director
APGENCO

**ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED
VIDYUT SOUDHA: VIJAYAWADA**

APPENDIX TO NOTIFICATION No.01/JS (Per)/2023, Dated: 13.02.2023

APPLICATION FOR THE POST OF COMPANY SECRETARY

- 1) (a) Name: _____
(b) Father's Name: _____
(c) Date of Birth: _____ Age as on the date of
Notification _____
(d) Category (OC/SC/ST/BC) _____
(e) Nationality _____
(f) Aadhar Number _____
(g) PAN Number _____
(h) Native District _____

Affix the
photograph.
Please sign
across the
photo.

2) **Address with Telephone Nos: -**

- (a) Permanent Address: _____
(b) Present Address: _____
(c) Designation of the Applicant (in full) (Present/Previous) _____
(d) Office Address, If in Service: _____
(e) Telephone Nos.: Office: _____ Residence: _____
Mobile No.: _____ Email Address _____

3) a) Educational Qualifications (From SSC onwards):

S.No	Qualification	Name of the Board/College / University	Duration /Period	Year of Passing	% of Marks

(Copies of self attested Certificates to be enclosed)

- b) Details of Membership in Institute of Company Secretaries of India.

4) Positions held/experience with reference to experience (as indicated in the notification): -

Sl. No.	Name of the Organisation	Designation/ Grade	Central Govt /State Govt/ PSU /Autonomous Body/Private	Place of Posting	Period		Scale of Pay/ Basic pay per month	Nature of Functions
					From	To		

(Copies of self attested Certificates to be enclosed)

5) Special Achievements if any, during the above period : _____

Note:

1. The candidate is required to fill up all the columns and wherever no information is to be furnished "NA" should be mentioned.
2. Application may be rejected if not filled properly or incomplete. No further correspondence will be entertained in this regard.
3. Self-attested photo copies of all the required documents as mentioned in the checklist should be attached with the application.
4. If space becomes a constraint, the information may be attached in a separate sheet as per the prescribed format.
5. The candidates would be required to present themselves along with the above mentioned documents in original plus two copies at the time of interview.

DECLARATION

I, _____ S/o/D/o. _____

do hereby declare that, I have not been disqualified to under relevant sections of the Indian Companies Act, 2013 to attend the above job and I further declare that the above information as furnished by me is true and best of my knowledge and belief.

I also Certify that I am not facing any charge, nor have ever been convicted for any Act of moral turpitude or economic offence and also I have not been dismissed or removed or compulsory retired from the services of my previous organization(s).

If any of the information as furnished above is found to be incorrect, my candidature for the post applied is liable to be cancelled at any stage of the selection process.

Date:

(Signature of the applicant)

Name:

(To be filled by the PSU/Ministry/Department Concerned)

Vigilance Status:

Please provide the details of vigilance cases if any pending/being initiated;

Disciplinary Cases:

Whether any punishment awarded during the service period : Yes/No
If Yes, please furnish the details thereof _____

Whether any action or enquiry is pending/ being initiated against him : Yes/No
If Yes, the details thereof. _____

CRs/ACRs for the last 5 years (please attach attested copies)

It is certified that the particulars furnished above have been scrutinized and found to be correct as per official records.

**Signature and Designation of
the Competent Forwarding
Authority with Telephone no. &
Office Seal.**

CHECK LIST

S.No	Enclosures	Attached
1	Date of Birth (SSC or equivalent)	Yes / No
2	Caste/Category	Yes / No/ NA
3	Aadhar Card & Pan Card	Yes / No
4	Certificate of Educational/Professional Qualification along with Marks sheets of all the years	Yes / No
5	Membership Certificate(s)	Yes / No
6	Copy of Audited Annual Financial statement for immediate past 3 years of your organization	Yes / No
7	Certificates in support of Experience mentioned in application form	Yes / No
8	NOC in case of Central Government/State Government/PSU/Autonomous body, if not forwarded through proper channel	Yes / No / NA
9	Any other documents attached	Please specify