TRIPURA STATE ELECTRICITY CORPORATION LIMITED

(A Govt. of Tripura Enterprise)

Advertisement No. TSECL/2018-19/02

ADVERTISEMENT FOR RECRUITMENT IN THE POST OF COMPANY SECRETARY.

Applications are invited from Indian Citizens for recruitment to the following post under Tripura State Electricity Corporation Limited as detailed below:

1. **Name of Post:** Company Secretary.
2. **Scale of Pay:** PB-4, Rs.15,600/- to 39,100/-, Grade Pay- Rs.7,600/-. 
   In case of retired candidates, Rs.80,000/- (Rupees eighty thousand) only per month on consolidated basis, subject to revision by the Government from time to time (Without linkage of pension drawn from previous service, if any).
   In case of in-service candidates, pay will be fix up at level 19 in the pay matrix as per “TSCS (Revised pay) Rules, 2018” w.r.t pay Band Scale : Rs.15,600/- to Rs.39,100/- (PB-4), Grade Pay- Rs.7,600/- plus other admissible allowances, subject to revision by the Government from time to time.
3. **No. of Post:** 1 (One), (UR-01)
4. **Qualification:** A Graduate in any discipline from any recognized University and an Associate Member of Institute of Company Secretaries of India. Applicants must have degree in Law.
5. **Experience:** Minimum 10(Ten) years experience with at least one year as head of the Company affairs function in a fairly large Organization. Should have experience in dealing with secretarial works related to company affairs and legal affairs. Must have good communication and negotiations skill. In case of any deserving candidate, the limit of 10(ten) experience may be trim downed.
6. **Age:** Maximum 62 (sixty two) years on or before the date of application. Relaxation of this limit may be considered in exceptional cases.
7. **Type of service:** Contractual basis/Regular Service under Tripura state Electricity Corporation Ltd. Either party can terminate the contract by giving 30 days notice or paying 1(one) month salary.
8. **How to Apply:** Eligible candidates may send their detailed bio data mentioning two references along with a recent passport size photograph and giving particulars of name, contact phone, e-mail ID, age, qualifications, experience, proof of academic attainment, addressed to the [Chairman Cum Managing Director, Tripura State Electricity Corporation Ltd, Bidyut Bhavan, North Banamalipur, Agartala, Tripura(West), Pin-799001](http://www.tsecl.in). The envelope containing the application shall be super scribed as “Application for the post of Company Secretary”.
9. **General Instruction:**  
   i) Last date of receipt of application is 4th March, 2019 up to 5.00 PM.  
   ii) Short listed candidates will be called for interview and T.A/D.A for attending interview will be paid by TSECL on presentation of documents.  
   iii) Selection will be based on interview only.  
   iv) Selection committee reserves the right to relax any of the terms for selection & appointment.  
   v) The envelope containing the application shall be super scribed as “Application for the post of Company Secretary”.  
   vi) The advertisement can also be seen in our official website (www.tsecl.in). For any query, please contact Tele: 0381-2318001 Fax: 0381-2319427

Application receiving Centre:
Corporate Office
Bidyut Bhavan, North Banamalipur
Agartala-799001, Tripura (West)

(Dr. M. S. Kelie)
Chairman cum Managing Director
Tripura State Electricity Corporation Ltd
Application For Post of .................
Tripura State Electricity Corporation Limited
Part-A

A. Personal Information

1. Name in full:
2. Whether Currently Working:
3. Present Designation:
4. Office / Department:
5. Scale of Pay:
6. Date of Birth:
7. Age on date of application:
8. Nationality
9. Full address:

Office Address:
Telephone No: Mobile No: Email:

Permanent Address:
Phone Number: Alternate Number Email ID:

10. Present Emoluments:

B. Qualification Details:
   a) Educational / Professional Qualification:

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<th>Degree</th>
<th>Name of University / Institution</th>
<th>Year of passing</th>
<th>% of Marks &amp; Class</th>
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<td>i)</td>
<td>Academic Qualifications:</td>
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<td>ii)</td>
<td>Professional Qualifications:</td>
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   b) Details of affiliation with Professional bodies / institution / Society:

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<th>Sr. No.</th>
<th>Name of the Body</th>
<th>Membership No.</th>
<th>Since When</th>
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C. **Experience: Details of Posts held from time to time:**

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<th>No.</th>
<th>Designation</th>
<th>Basic Pay Scale</th>
<th>Name of employer</th>
<th>Period</th>
<th>Experience</th>
<th>Remarks</th>
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Total Experience: * Separate sheet is attached.

D. **Training: Details of training undergone in India & Abroad**

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<tr>
<th>Name of training program</th>
<th>Institute where training is received</th>
<th>Period of training</th>
<th>Nature of training</th>
<th>Achievement</th>
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E. **List of publication / Academic honors received:**

F. **If selected, minimum time required for joining the post:**

G. **Any Other information:**

Date

Place:

Signature