CHHATTISGARH STATE POWER HOLDING COMPANY LTD.



(A Successor Company of CSEB) CIN No.: U65993CT2008SGC020995





No. 01-04/HR-VIII/ 1108

Raipur, Date:

9 MAY 2018

Recruitment Notice for Company Secretary (on contract)

Chhattisgarh State Power Holding 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 of Chhattisgarh State Power Holding Company
		Limited and its four subsidiaries (i.e. Power Generation Co.,
	·	Power Transmission Co., Power Distribution Co. and Power
·		Trading Co.). during the contract service period.
2.	EMOLUMENTS	Fixed emoluments of Rs. 40,000/- (Rupees Forty 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 2 years (Post Professional
		Qualification) in handling Company Law matters of
		Government Company (Experience Certificate duly self
		attested be attached with the application).
		(ii) Desirable: 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
	the second second second	Qualification Experience.
5.	AGE LIMIT (As on 01-01-2018)	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, if required.
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 extant rules.
8.	APPLICATION	A non-refundable application fee of Rs. 1,500/- in the form
	FEE	of Demand Draft / Bankers' Cheque drawn in favour of
		"Asistant Manager (CAU), CSPHCL, Raipur" payable at
		Raipur (Chhattisgarh) shall be submitted along with 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 application in the
	·	prescribed format which may be down loaded from the
		website of the Power Company. Relevant documents in
		support of qualification & experience etc. shall also be
		required to be attached with the application. The application must reach on the following address on or before
		must reach on the following address on or before 24/05/2018. Applications received without requisite
		enclosures shall be liable for rejection.
		Dy. General Manager (HR)-II
		O/o General Manager (HR)
		Chhattisgarh State Power Holding Company Ltd.,
-		Vidyut Sewa Bhawan Campus, Dangania,
		Raipur (C.G.) - 492013
	·	e-mail: hr2dgm.csphcl@gmail.com
		(b) Envelope containing the application should be clearly
		super scribed as "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 accepted.
10	OTHER CONDITIONS	(a) CSPHCL will not be responsible for any postal delay or loss in respect of receipt of application form.
		(b) A certificate from previous/present employer regarding satisfactory performance rendered by the candidate during entire service period, should be enclosed with the application.
		(c) Interview, will be held at Chhattisgarh State Power Companies Head Quarters at Dangania, Raipur (C.G.).
		(d) CSPHCL reserves the right to cancel the complete process of recruitment.
		(e) Duly filled application in prescribed format alongwith all the testimonials should reach the O/o DGM (HR)-II, CSPHCL by the last date of submission.
٠		(f) The CG Civil Service Conduct Rules 1965 will apply to the person appointed.
		(g) Leave and other conditions of contract appointment shall be as per the "Chhattisgarh Civil Sewa (Samvida Niyukti) Niyam, 2012".
		(h) Contract appointment may be terminated by either party after serving one month's notice.
		(i) Residential accommodation will not be provided by the Company.
		(j) The Appointee will be reimbursed charges as admissible to the rank of Assistant Engineer for use of personal telephone/mobile for official duties.
		(k) For making official journey (within and outside State), TA/ DA as admissible to the officer of the rank of Assistant Engineer of the Power Company, will be payable.

- (l) Appointee will have to produce Medical Fitness Certificate issued by Divisional Medical Board, at the time of joining the post.
- (m) During the tenure of contract appointment in CSPHCL the appointee will not take any assignment from any other agency/department/firm/company.
- (n) Income Tax as may be applicable, shall be deducted at source.
- (o) 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.

Dy. General Manager (HR)-II CSPHCL, Raipur

CHHATTISGARH STATE POWER HOLDING COMPANY LTD.

(A Successor Company of CSEB) CIN No. : U65993CT2008SGC020995

O/o G.M. (HR), C.S. Power Holding 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

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Scheduled Tribe of C.G. State OBC - Other Backward Class of C.G. State

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Educational Qualification:

S. No.	Exam Passed	Institution /University	% of Marks Obtained (Aggregate)	Year of Passing

15. Experience:

S. No.	Name of post	Name of Organization	Nature of duties (Please write briefly)	Total period
		·		

16. Permanent Address:

Address	:	
	:	
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.

Date:

(Signature of the Applicant)

Self attested documents to be enclosed with application:-

- 1. 10th 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), CSPHCL, Raipur payable at Raipur be enclosed with application.
- 5. Certificate from previous employer.