

CHHATTISGARH STATE POWER HOLDING COMPANY LTD.



(A Successor Company of CSEB)

CIN No. : U65993CT2008SGC020995

O/o GM (HR), C.S. Power Holding Co. Ltd., Raipur



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. No.	Item	Description
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 QUALIFICATION	Associate / Fellow Member of the Institute of Company Secretaries of India (Membership Certificate duly attested be attached with the application).
4.	EXPERIENCE	<p>(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).</p> <p>(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).</p> <p>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</p>

		the purpose of calculation of 'Post Professional Qualification Experience.
5.	AGE LIMIT (As on 01-01-2018)	Minimum age - 25 Years and Maximum age - 45 Years.
6.	SELECTION PROCESS	The selection will be based on scrutiny of application & documents, followed by interview, if required.
7.	TENURE OF CONTRACT	For a period of two years, extendable for another one year. Candidate will be required to enter into a suitable contract as per the extant rules.
8.	APPLICATION FEE	A non-refundable application fee of Rs. 1,500/- in the form 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	<p>(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 24/05/2018. Applications received without requisite enclosures shall be liable for rejection.</p> <p style="text-align: center;">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</p> <p>(b) Envelope containing the application should be clearly super scribed as "Application for the post of Company Secretary on contract".</p>

		<p>(c) The application received only by Registered / Speed Post will be accepted.</p> <p>(d) Application received by Hand / Courier / Any other mode except Registered / Speed Post, shall not be accepted.</p>
10	OTHER CONDITIONS	<p>(a) CSPHCL will not be responsible for any postal delay or loss in respect of receipt of application form.</p> <p>(b) A certificate from previous/present employer regarding satisfactory performance rendered by the candidate during entire service period, should be enclosed with the application.</p> <p>(c) Interview, will be held at Chhattisgarh State Power Companies Head Quarters at Dangania, Raipur (C.G.).</p> <p>(d) CSPHCL reserves the right to cancel the complete process of recruitment.</p> <p>(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.</p> <p>(f) The CG Civil Service Conduct Rules 1965 will apply to the person appointed.</p> <p>(g) Leave and other conditions of contract appointment shall be as per the "Chhattisgarh Civil Sewa (Samvida Niyukti) Niyam, 2012".</p> <p>(h) Contract appointment may be terminated by either party after serving one month's notice.</p> <p>(i) Residential accommodation will not be provided by the Company.</p> <p>(j) The Appointee will be reimbursed charges as admissible to the rank of Assistant Engineer for use of personal telephone/mobile for official duties.</p> <p>(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.</p>

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

**O/o G.M. (HR), C.S. Power Holding Co.Ltd., Raipur
(FORMAT OF APPLICATION)**

COMPANY SECRETARY - ON CONTRACT BASIS

- | | | |
|----|----|----|
| | | |
| DD | MM | YY |

Chhattisgarh	Other than Chhattisgarh

- | | |
|---------------------------------------------|--|
| 11. Total No. of Years of Experience | |
|---------------------------------------------|--|

- | DD.No. | Date | Name of Bank | Branch Address | Branch Code | Amount (Rs.) |
|--------|------|--------------|----------------|-------------|--------------|
| | | | | | |
- Candidates Name, Father's name, address, telephone number, date of birth and category should be written on the reverse side of the Demand Draft*

Signature of Candidate

UR - Unreserved
SC - Scheduled Caste of C.G. State
ST - 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.

Place:

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.