



TRIPURA STATE ELECTRICITY CORPORATION LIMITED

(A Government of Tripura Enterprise)

Advertisement No. 05/TSECL/2022-23 for Recruitment of Company Secretary, TSECL

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

1. **Name of Post:-** Company Secretary; **vacancy:-** 1 (One), (UR-01)
2. **Scale of Pay:-**
 - Pay Band Scale: Rs.15,600/- to Rs.39,100/- (PB-4), 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. **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.
4. **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) years' experience may be trim downed.
5. **Age:-** Maximum 62 (sixty two) years on or before the date of application. Relaxation of this limit may be considered in exceptional cases.
6. **Nature of Service:**
 - In case of Retired candidates Contractual appointment for a period of 03 (three) years, which may be extended on mutual consent.
 - Regular service in case of candidate below the age of 60 (Sixty) years.
 - Will report the Managing Director of TSECL.
7. **Other Service conditions:**
 - No pension from Government of Tripura or TSECL. However will be entitled for benefits of EPF, if so desired, in case of regular service.
 - Either party can terminate the contract giving 30 (thirty) days' notice or paying an amount equal to emoluments of two months' salary.
 - Other Service conditions will be as applicable to Tripura State Civil Service Officers of equivalent grade.
 - In case of any officer of Government of Tripura is appointed on deputation, he/she will be Governed by the service conditions of his/her original employment.
8. **Selection Procedure:-**

Screening of Job applications w.r.t the advertisement followed by 'Written Test' &/ or Interview'.
9. **Recruitment Fee:-**
 - a. **Rs. 1000/- (One Thousand) only for UR category candidates and Rs. 800/- (Eight hundred) only for SC/ST category candidates** through a Demand Draft (DD) from any Nationalized Bank in favour of Tripura State Electricity Corporation Limited (TSECL) payable at Agartala.
 - b. SC/ST candidates of other States (not recognized by the Government of Tripura) should apply for unreserved vacancy as UR candidate along with recruitment fee prescribed for UR candidates/s.



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- c. The recruitment fee is non-refundable in nature; once it is paid, it will not be refunded to the applicant under any circumstances, even if the recruitment process is cancelled.

10. General Instructions to the Candidates:-

1. The Eligible candidate/(s) may send the application in the prescribed format (Annexure-A) along with the original Demand Draft (DD) along with 2 (Two) recent passport size coloured photographs, self-attested photocopies of mark-sheets, certificates and other testimonials being the proof of Age, Education, Academic attainment, Work experience etc. in a sealed envelope, which should be superscribed as "Application for the post of "Company Secretary under TSECL" on it and the same should be addressed to the Managing Director, Tripura State Electricity Corporation Limited (TSECL), Bidyut Bhavan, North Banamalipur, Agartala, Tripura (West), Pin-799001 so as to reach the same on or before the last date of receipt of application i.e, 21st January, 2023 (up to 05:30 PM).
2. Only short listed candidates will be called for interview. TSECL will not be responsible for any kind of postal delay.
3. TA/DA for attending the interview will be paid by the Corporation on presentation of original documents subject to maximum limit of Rs. 8,000/- (Rupees eight thousand) only.
4. The Selection Committee reserves the right to relax any of the terms for selection & appointment.
5. The applications which are not in prescribed format shall be summarily rejected.
(a) Application after the last date, (b) incomplete in any respect and (c) any fresh paper/ enclosures after closing date, shall not be considered.
6. The Corporation shall verify the documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/ background and has suppressed the said information, then his/her services shall be terminated.
7. Candidates should not send Original document along with the application but Original document must be produced at the time of interview for verification.
8. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Corporation reserves the right to modify/withdraw/cancel any communication made to the candidates.
9. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Corporation shall be final.
10. Applicants who are in employment should route their applications through proper channel. However, they can send the advance copy of the application.
11. No correspondence will be entertained from candidates regarding postal delay, conduct and result of interview and reasons for not being called for interview. No interim correspondence shall be entertained.
12. Canvassing in any form will be a disqualification.
13. The Corporation reserves the right not to fill up any of the vacancies advertised if the circumstances so warrant. The vacant post advertised may increase or decrease.
14. The prescribed job specifications are minimum and the mere possession of the same will not entitle a candidate for being called for interview.
15. The decision of the Screening Committee and Appointing authority for the purpose of short listing the candidates from amongst the total number of applications received, shall be binding for all.

(*Debashis Sarkar*)

Managing Director-in-charge
Tripura State Electricity Corporation Ltd.



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Format for Biodata

Recent PP size
coloured
photograph

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 as on the last date of receipt of application:
8. Nationality:
9. Full address:
 - a. Office Address:

Telephone No.:	Fax No.:	Mobile No.:	Email ID:

b. Permanent Address:

Telephone No.:	Fax No.:	Mobile No.:	Email ID:

10. Present Emoluments:

B. Qualification Details:

a) Educational / Professional Qualification:

Degree	Name of University/ Institution	Year of passing	% of Marks & Class
i) <u>Academic Qualifications:</u>			
ii) <u>Professional Qualifications:</u>			

b) Details of affiliation with Professional bodies/ institution/ Society:

Sr. No.	Name of the Body	Membership No.	Since When

C. Experience: Details of Posts held from time to time:

Sr. No.	Designation	Basic Pay Scale	Name of employer	Period		Experience		Remarks
				From	To	Years	Months	
Total Experience (use separate sheet, if required):								



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

Name of the training program	Institute where training is received	Period of training	Nature of training	Achievement

E. Ongoing and completed Research Projects and consultancies:

(i) Ongoing Project/ Consultancies:

Sl. No.	Title	Name of the Sponsoring Agency	Period	Grant/ Amount Sanctioned (INR in Lakh)	Nature of the possible outcome of the Project/ Consultancy works

(ii) Completed Projects/ Consultancies:

Sl. No.	Title	Name of the Sponsoring Agency	Period	Grant/ Amount Mobilized (INR in Lakh)	Nature of the outcome of the Project/ Consultancy works

F. List of Academic/ Professional honors received:

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

H. Any other relevant information:

DECLARATION

I, do hereby certify that all the above mentioned information given by me is correct and complete to the best of my knowledge and belief. I am not aware of any circumstance which may impair my fitness for employment in Tripura State Electricity Corporation Limited and if at any point of time any information provided by me is found incorrect, suitable disciplinary action may be taken against me.

Signature of the Candidate

Date:

Place: