



TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED
VIDYUT SOUDHA : VIJAYAWADA

Notification.No.CGM(HR & Co-Ord)/DS(P)/AS(HR)/PO(R&D)/A/E-1389373/23,dt28.10.2023

Applications are invited from qualified and eligible candidates for filling up the posts of Company Secretary & Compliance Officer on contract basis for a period of two years and will be extended for a period of one year at a time based on yearly assessment report.

1.	Name of the PSU (Public Sector Undertaking)	:	Transmission Corporation of Andhra Pradesh Limited, VidyutSoudha, Vijayawada.
2.	Company Profile	:	APTransco was incorporated under the Indian Companies Act, 1956 as wholly owned State Government Company. The Company is presently engaged in Transmission of power and related to Grid operations, Transmission Management, Projects, Technical Subjects etc.
3.	Name of the post	:	Company Secretary & Compliance Officer (on contract basis)
4.	Qualification	:	Member of the institute of company secretaries of India(ICSI).
5.	Period (Tenure)	:	Company Secretary shall be selected initially for a term of Two (2) years. The tenure of appointee may be extended for a period of one (1) year at a time. All decisions related to extension of tenure shall be made after the approval of the competent authority with the recommendation of the Selection Committee based on the yearly assessment report of the Management.
6.	Emoluments for the post of Company Secretary & Compliance Officer	:	Consolidate pay of Rs:1,00,000/- per month
7.	Selection procedure	:	Interview
8.	Description and Responsibilities of the post of Company Secretary & Compliance Officer	:	<ol style="list-style-type: none">1. Instituting good governance practices and mechanisms for compliance of Corporate Governance norms as prescribed under various Corporate, Securities and Other Business Laws and regulations and guidelines made there under.2. Filing, registering any document including forms returns and applications by and on behalf of the company as an authorized representative.3. Accounting and compilation of financial statements & maintenance of secretarial records, statutory books and registers.4. Advising and instituting systems for legal, regulatory and procedural compliances.5. Analysing and advising on capital investment proposals and Preparing project reports/feasibility studies.

		<p>6. Attending to all work relating to shares and their transfer and transmission.</p> <p>7. Representing APTRANSCO in various Tribunals/ Commissions/For advising and assisting with negotiation, arbitration and conciliation service.</p> <p>8. Serving as an advisor in issue of shares/securities and preparing relevant documentation thereof.</p> <p>9. Syndication of loans from banks and financial institutions.</p> <p>10. Raising of funds from domestic and international markets.</p> <p>11. Acting as a compliance officer and ensuring compliance with SEBI (Prohibition of Insider Trading) Regulations, 1992, including, maintenance of various documents.</p> <p>12. Instituting systems for a robust Internal audit.</p> <p>13. Arranging board/general meetings and preparing minutes thereof.</p> <p>14. Other tasks as assigned by management.</p>
9.	Submission of application	<p>:</p> <p>i) Applicant can apply for the job through online registration platform in APTransco website https://www.aptransco.co.in as per application along with all enclosures within prescribed period.</p> <p>ii) APTRANSCO under any circumstances will not entertain the information if any furnished by the candidate subsequently. Applicants should be careful in filling up the application form at the time of submission. If any lapse is detected during the scrutiny, the candidate will be rejected even though he/she comes through the final state of recruitment process or even at later stage.</p> <p>iii) The candidate should not furnish any false/tampered/fabricated information or suppress any material information while filling of the application form.</p> <p>iv) Person selected if already in Govt./Banking Service will have to be relieved before appointment.</p>

			<p>v) The applicant if in Govt/Banking /PSU Service should forward the application through proper channel. The forwarding authorities should also certify that the entries in the application have been verified from the records and found correct and that no disciplinary/vigilance proceedings are pending or contemplated against the Officer as well as no major/minor penalties imposed on the Officer during the last ten years.</p> <p>vi) In case of in service candidates the forwarding authorities should forward the application through proper channel.</p>
10.	Place of work	:	AP Transco/Vidyut Soudha/Vijayawada.
11.	Last date for submission of application	:	The online Registration will available from 28.10.2023 to 08.11.2023 at APTransco website.
12.	<p>Instructions:</p> <ul style="list-style-type: none"> ➤ The engagement is purely on contract basis and shall be terminated with one month notice on either side in mid-course. ➤ The candidate shall execute an agreement in the prescribed form on non – judicial stamp paper worth Rs.100/- (Rupees one Hundred Only) immediately on their appointment. ➤ He should submit the original certificates relating to qualification, Age, Physical fitness certificate, and Contract Agreement for verification to the AP Transco, VidyutSoudha, Vijayawada. ➤ The candidate appointed under this shall not be regarded as member of service in AP Transco and shall not be entitled by reason only of such appointment to any preferential right to any other appointment in that post or in any other service in future. ➤ The individual once selected, should not be engaged in any other organization. 		
13.	<p>Check List:</p> <p>i) Attested copies in support of Qualifications, Nationality, Caste.</p> <p>ii) Evidence of work experience (if any).</p> <p>iii) Candidate has to submit willingness for the post of Company Secretary if selected</p> <p>iv) In service applicants should submit the application through proper channel along with "No Objection Letter" from the Controlling Officer / Head of Department</p>		
14.	Note	:	<p>i. Updates/information on above recruitment will be posted in APTransco website.</p> <p>ii. For any queriespls mail to Deputy Secretary(Per)/APTransco at gayatridevi.b@aptransco.co.in</p>

B.L.V MEERA KUMAR
CHIEF GENERAL MANAGER(HR&CO-ORDINATION)