



O/o EXECUTIVE DIRECTOR (HR)

No. 02-11/Recr./CS/ 3017

Raipur, Date:

3 AUG 2022

**Recruitment Notice For Appointment of "Company Secretary" in
CSPDCL (On Contract)**

Chhattisgarh State Power Distribution 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 cum Compliance Officer of Chhattisgarh State Power Distribution Company Limited during the contract service period.
2.	Contract Pay	Fixed emoluments of Rs. 88,000/- (Rupees Eighty Eight 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	(i) Essential: Experience of 3 years (Post Professional Qualification) of having worked as a Company Secretary in any Government Company/Public/ Private/Listed Company having minimum paid up capital of Rs. 100 Crore and minimum annual turnover of Rs. 300 Crore. (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 Qualification Experience.
5.	Age Limit (As on 01-01-2022)	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.
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 existing rules.
8.	Application Fee	A non-refundable application fee of Rs. 1500/- in the form of Demand Draft/Banker's Cheque drawn in favour of "Assistant Manager (CAU), CSPDCL, Raipur payable at Raipur (Chhattisgarh) shall be submitted alongwith 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 applications in prescribed format which may be downloaded from the Company's website. Relevant documents in support of qualification and experience etc. shall also be required to be attached with the application. The application must reach on the following address on or before 25/08/2022. Applications received without requisite enclosures shall be liable for rejection.</p> <p style="text-align: center;">O/o Executive Director (HR) Chhattisgarh State Power Distribution Company Limited Vidyut Sewa Bhawan Campus, Danganiya Raipur (C.G.)- 492013 Email id - hr.cspdcl@cspc.co.in</p> <p>(b) Envelope containing the application should be clearly superscribed "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) Duly filled up application in prescribed format alongwith all the testimonials should reach the O/o Executive Director (HR), CSPDCL Raipur by the last date of submission.</p> <p>(b) CSPDCL will not be responsible for any postal delay or loss in respect of receipt of application form.</p> <p>(c) 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>(d) Appointee will have to produce Medical Fitness Certificate issued by Divisional Medical Board, at the time of joining the post.</p> <p>(e) Interview, will be held at CSPDCL Head Quarters, Danganiya, Raipur (C.G.)</p>

		<p>(f) The appointment shall be governed by the CG Civil Services (Conduct) Rules 1965.</p> <p>(g) Leave and other conditions of contract appointment shall be as per the "Chhattisgarh Civil Sewa (Samvida Niyukti) Niyam, 2012" as amended.</p> <p>(h) The headquarter during the period of contract shall be at Raipur.</p> <p>(i) He/She will not be entitled to any fringe benefits and other facilities as admissible to regular officers/officials of the Company.</p> <p>(j) He/She will be eligible for TA/DA for jounies performed by him/her, if any, for official tour admissible to Class II officers of the Company in the rank of Assistant Engineers.</p> <p>(k) He/She will not be entitled to any advances like house building advance, motor cycle/car advance etc.</p> <p>(l) He/She shall not be entitled for reimbursement if medical expenses. However he/she may avail medical facility available at Dispensary of Chhattisgarh State Power Companies.</p> <p>(m) The appointee will not be provided Company's quarter.</p> <p>(n) Income tax as may be applicable shall be deducted at source.</p> <p>(o) During the tenure of contract appointment, the candidate will not take any assignment from any other agency/ department/firm/company.</p> <p>(p) 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> <p>(q) Candidate will be required to enter into a suitable contract as per the existing rules. The contract shall be terminable on either side by giving one month's notice or payment of one-month salary in liue thereof.</p> <p>(r) CSPDCL reserves the right to cancle the complete process of recruitment.</p>
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EXECUTIVE DIRECTOR (HR)
CSPDCL : RAIPUR

CHHATTISGARH STATE POWER DISTRIBUTION COMPANY LTD.

(A Government of Chhattisgarh Undertaking)

CIN- U40103CT2003SGC015822

O/o ED (HR), C.S. Power Distribution 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 application form for documents to be enclosed.

POST APPLIED FOR

COMPANY SECRETARY - ON CONTRACT BASIS

1. Candidate's Name (IN CAPITAL LETTERS) (please keep one box blank between name, middle name & surname)

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2. Father's/Husband's Name (IN CAPITAL LETTERS) (please keep one box blank between name, middle name & surname)

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3. Date of Birth

DD	MM	YY					

4. Age (As on 01 / 01 / 2022)

DD	MM	YY

Please mark (✓) tick in the appropriate box

5. Category

UR	OBC	SC	ST

6. Domicile Status (Please Tick ✓)

Chhattisgarh	Other than Chhattisgarh

7. Marital Status

Single Married

8. Nationality :-

Indian Any Other

9. Gender

Male Female Transgender

10. Whether presently working (please ✓)

YES NO

11. Total No. of Years of Experience

12. Particulars of Demand Draft

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

13. Candidate's Address for communication (IN CAPITAL LETTERS Black Ball Point Pen only)

Name :					
Father's Name :					
Address :					
District :					
State :	Pin Code:				
Contact : Tel. No.	Mobil No.:				

Please affix one recent passport size Photograph self attested

Signature of Candidate

Abbreviations:

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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14. 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

5. III 2016

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) CSPDCL, Raipur payable at Raipur be enclosed with application.
5. Certificate from previous employer.