

CHHATTISGARH STATE POWER GENERATION CO. LTD.

छत्तीसगढ़ स्टेट पावर जनरेशन कंपनी लिमिटेड

(A Govt. of Chhattisgarh Undertaking)

(छत्तीसगढ़ शासन का एक उपक्रम)

CIN: U40108CT2003SGC015821

No. 03-11/HR/...3281.

Raipur, Dtd.: 11.8.OCT 2022

RECRUITMENT NOTICE FOR APPOINTMENT OF COMPANY SECRETARY ON CONTRACT BASIS

Chhattisgarh State Power Generation Co. Ltd. invites application for appointment of One Company Secretary for CSPGCL & its subsidiary Company UCRVUL 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 Generation Company Limited (CSPGCL) & its subsidiary Company i.e. Uttar Chhattisgarh Rajya Vidyut Utpadan Limited (UCRVUL) during the contract period.
2.	Remuneration	Fixed emoluments of Rs. 89,172/- (Rupees Eighty Nine Thousand One Hundred Seventy Two) Per Month.
3.	Educational Qualification	Associate Member of the Institute of Company Secretaries of India (Membership Certificate duly self-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 or Public Company or Private Company having either minimum paid up capital of Rs. 100 Crore or minimum annual turnover of Rs. 100 Crore. (Experience Certificate duly self-attested be attached with the application). (ii) Desirable: Preference will be given to a candidate having minimum one-year 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 academic qualification and experience, followed by interview.
7.	Selection Criteria	Selection will be done on merit basis on total 100 marks. 80% weightage shall be given for marks obtained in CS degree, 10% on desirable experience and 10% on interview.

Regd. Office: "Vidyut Sewa Bhavan" Dangania, Raipur (C.G.)

Executive Director (HR), Shed No. 03, Dangania, Raipur (C.G.) 492013

कार्यालय कार्यपालक निदेशक (मांस), शेड क्र.-03, डंगनिया, रायपुर (छग) 492013

Tele: 0771-2574408, Fax: 0771-2574035, E-Mail: hr.cspgcl@cspc.co.in Website: www.cspc.co.in/cspgcl



8.	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.
9.	Application Fee	Application fee of Rs. 1,500/- (Non-refundable) through online transfer RTGS/NEFT/IMPS on account of Assistant Manager (CAU), CSPGCL, Raipur, Account No. 0399002100077680, IFSC Code-PUNB0039900, payable at Punjab National Bank, Main Branch, Raipur. The copy of transaction details should be accompanied along with the application. The candidate should write his/her Name, Complete mailing address and Phone / Mobile number on transaction detail. Applications without application fee will be rejected.
10.	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 16/11/2022. Applications received without requisite enclosures shall be liable for rejection.</p> <p>O/o Executive Director (HR) Chhattisgarh State Power Generation Company Limited, Shed No. - 3, Vidyut Sewa Bhawan Parisar, Dangania, Raipur (C.G.) 492013 : Email : hr.cspgcl@cspc.co.</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>
11.	Other Conditions	<p>(a) Duly filled up application in prescribed format along with all the testimonials should reach the O/o Executive Director (HR), CSPGCL Raipur by the last date of submission.</p> <p>(b) CSPGCL 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 Certificate issued by Divisional Medical Board, at the time of joining the post.</p> <p>(e) Interview, will be held at CSPGCL Head Quarters, Dangania, 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>

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Executive Director (HR), Shed No. 03, Dangania, Raipur (C.G.) 492013

कार्यालय कार्यपालक निदेशक (मा०सं०), शेड क्र.-०३, डंगनिया, रायपुर (छ०ग०) ४९२०१३

Tele: 0771-2574408, Fax: 0771-2574035, E-Mail: hr.cspgcl@cspc.co.in Website: www.cspc.co.in/cspgcl

- (j) He/She will be eligible for TA/DA for journeys performed by him/her, if any, for official tour admissible to Class II officers of the Company in the rank of Assistant Engineers.
- (k) He/She will not be entitled to any advances like house building advance, motor cycle/car advance etc.
- (l) He/She shall not be entitled for reimbursement of medical expenses. However, he/she may avail medical facility available at Dispensary of Chhattisgarh State Power Companies.
- (m) The appointee will not be provided Company's quarter. HRA is inclusive in the fixed emolument.
- (n) Income tax as may be applicable shall be deducted at source.
- (o) During the tenure of contract appointment, the candidate will not take any assignment from any other agency/department/firm/company.
- (p) The appointee shall have to deposit minimum 10% of his/her contract pay in Life Insurance pension scheme or PPF and shall intimate this fact to the appointing authority as to which of the scheme he/she has opted.
- (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 lieu thereof.
- (r) No TA / DA shall be admissible for attending interview/test.
- (s) CSPGCL reserves the right to cancel the complete process of recruitment.

Note- Please visit our web site www.cspc.co.in regularly for updated information.

Executive Director (HR)
CSPGCL: Raipur

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CIN: U40108CT2003SGC015821

Format for 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 only. (iv) Please see the bottom of the application form for documents to be enclosed.

Please mark (√) tick in the appropriate box

POST APPLIED FOR	COMPANY SECRETARY
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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

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

DD	MM	YY				

DD	MM	YY

Please affix one recent passport size Photograph self attested

5. Post Category : Unreserved (UR)

6. Nationality :- Indian

Any Other

7. Gender

Male

Female

8. Whether presently working

YES

NO

9. Total No. of Years

of Experience

10. Payment of fee through online :-

RTGS/NEFT/IMPS No.	Date	Name of Bank	Branch Address	Amount (Rs.)
				1500/-

Candidate Name, Father's Name & contact number, should be written on the reverse side of bank transaction receipt. Fee must be paid online only.

7413

11. Candidate's Address : (IN CAPITAL LETTERS Black Ball Point Pen Only)

Communication Address		Permanent Address	
Name :		Name :	
Father's Name :		Father's Name :	
Address :		Address :	
District :		District :	
State :	PIN:	State :	PIN:
Contact No. :		Contact No. :	
Tel. No. :		Tel. No. :	
Mobile no. :		Mobile no. :	
E-mail :		E-mail :	

12. Educational Qualification :-

Exam Passed	Institution/University	% of Marks Obtained (Aggregate)	Year of passing

13. Experience :-

Name of Organization	From	To	Total Experience

DECLARATION

I hereby declare that all statements made in this application are true and correct to the best of my knowledge and belief. 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 etc.
3. Experience Certificates.