

# CHHATTISGARH STATE POWER HOLDING COMPANY LTD.



(A Successor Company of CSEB)

CIN No. : U65993CT2008SGC020995

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



No. 01-04/HR-VIII/ 2024

Raipur, Date : 21 OCT 2021

## 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.	<b>JOB PROFILE</b>	The Company Secretary shall also hold the post of Company Secretary in all the C.G. State Power Companies and its subsidiary Companies.
2.	<b>EMOLUMENTS</b>	Fixed emoluments of Rs. 79,000/- (Rupees Seventy Nine Thousand) Per Month.
3.	<b>EDUCATIONAL QUALIFICATION</b>	Associate / Fellow Member of the Institute of Company Secretaries of India (Membership Certificate duly self-attested be attached with the application).
4.	<b>EXPERIENCE</b>	<p>(i) <b>Essential:</b> Experience of minimum 3 years (Post Professional Qualification) of having worked as a Company Secretary in any Government/ Public/ Private 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).</p> <p>(ii) <b>Desirable:</b> 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><b>Note:</b> 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.</p>

Regd. Office : 2nd Floor, Vidyut Sewa Bhawan, Dangania, Raipur-492013 (C.G.)

Telephone-2574700, Fax-0771-2574157, website : www.cspc.co.in, email : hr2dgm.cspcl@gmail.com

5.	<b>AGE LIMIT (As on 01-01-2021)</b>	Minimum age - 25 Years and Maximum age - 45 Years.
6.	<b>SELECTION PROCESS</b>	The selection will be based on scrutiny of application & documents, followed by interview, if required.
7.	<b>TENURE OF CONTRACT</b>	For a period of three years. Candidate will be required to enter into a suitable contract as per the existing rules. However it can be co-terminus with CSPHCL closure, if it happens earlier.
8.	<b>APPLICATION FEE</b>	A non-refundable application fee of Rs. 1,500/- in the form of Demand Draft / Bankers' Cheque drawn in favour of " <b>Assistant Manager (CAU), CSPHCL, Raipur</b> " payable at <b>Raipur</b> (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.	<b>HOW TO APPLY</b>	<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 &amp; experience etc. shall also be required to be attached with the application. The application must reach on the following address on or before <b>11/11/2021</b>. Applications received without requisite enclosures shall be liable for rejection.</p> <p style="text-align: center;">Dy. General Manager (HR)-II O/o Executive Director (HR) Chhattisgarh State Power Holding Company Ltd., Vidyut Sewa Bhawan Campus, Dangania, Raipur (C.G.) - 492013 e-mail : <a href="mailto:hr2dgm.cspocl@gmail.com">hr2dgm.cspocl@gmail.com</a></p> <p>(b) Envelope containing the application should be clearly super scribed as "<b>Application for the post of Company Secretary on contract</b>".</p>

		<p>(c) The application received only by <b>Registered / Speed Post</b> will be accepted.</p> <p>(d) Application received by Hand / Courier / Any other mode except <b>Registered / Speed Post</b>, shall not be accepted.</p>
10	<b>OTHER CONDITIONS</b>	<p>(a) Duly filled up application in prescribed format alongwith all the testimonials should reach the O/o DGM (HR)-II, CSPHCL, Raipur by the last date of submission.</p> <p>(b) CSPHCL 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) Interview, will be held at Chhattisgarh State Power Companies Head Quarters at Dangania, Raipur (C.G.).</p> <p>(e) The CG Civil Service Conduct Rules 1965 will apply to the person appointed.</p> <p>(f) Leave and other conditions of contract appointment shall be as per the "Chhattisgarh Civil Sewa (Samvida Niyukti) Niyam, 2012" as amended.</p> <p>(g) Residential accommodation will not be provided by the Company.</p> <p>(h) The Appointee shall be entitled for the telephone allowances as admissible to the rank of Assistant Engineer for use of personal telephone/mobile for official duties.</p> <p>(i) 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>(j) Appointee will have to produce Medical Fitness Certificate issued by Divisional Medical Board, at the time of joining the post.</p> <p>(k) During the tenure of contract appointment in CSPHCL the appointee will not take any assignment from any other agency/department/firm/company.</p> <p>(l) Income Tax as may be applicable, shall be deducted at source.</p> <p>(m) 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>(n) Contract appointment may be terminated by either party after serving one month's notice.</p> <p>(o) CSPHCL reserves the right to cancel the complete process of recruitment.</p>
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**Executive Director (HR)**  
**CSPHCL, Raipur**



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

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. 10<sup>th</sup> 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.