



M.P. PASCHIM KSHETRA VIDYUT VITRAN CO. LTD.

URJA BHAWAN, GPH CAMPUS, POLOGROUND, INDORE (M.P)

Fax No. 0731-2423300 Website: www.mpwz.co.in



No.MD/WZ/01/HR/CS(C)/2018/8080

Indore, Date: 20.04.2018

Advertisement

Recruitment for the Post of Company Secretary on Contract Basis.

The Madhya Pradesh Paschim Kshetra Vidyut Vitaran Company Ltd., Indore is a Successor Company of Madhya Pradesh State Electricity Board. The Company is incorporated to undertake activities of distribution and retail supply of electricity in the geographical area of Indore and Ujjain Commissionaires. The Company intends to recruit **Company Secretary on Contract Basis**. The category wise vacancy is as under:

S. No.	Name of Post	Number of post
1.	Company Secretary on Contract Basis	01 (Unreserved)

General Terms And Conditions Of Recruitment Of Company Secretary On Contract Basis

1. Minimum Educational& other Qualifications:-

- 1.1 The candidate should be graduate in any discipline from a recognized university with minimum 65% or equivalent CGPA in aggregate in case of Unreserved category candidates & minimum 55% or equivalent CGPA in aggregate in case of Reserved category candidates of MP Domicile.
- 1.2 The candidate must be a fellow member of the Institute of Company Secretary of India, New Delhi (FCS) and should have passed examination of Company Secretary with minimum 55% marks.
- 1.3 In addition to above degree in Law will be preferred.

2. Experience

- 2.1 Post qualification experience of 03 years with at least one year as head of the company affairs function in a fairly large organization having a turnover of at least Rs.100 Crore.
- 2.2 Experience in dealing with legal issues related to company law and knowledge of power sector is desirable.
- 2.3 Must have good communication and negotiation skills.

3. Age limit

- 3.1 The minimum and maximum age of the candidates shall be calculated as on 1st January of calendar year as per GoMP GAD circular No. 3-8/2016/3-I dtd. 12.05.2017. The cut off date for calculation of age limit be 1st January of the current calendar year.

3.2 Minimum age limit is 21 years and maximum age limit for different category shall be as under :-

S. No	Applicant	Maximum age Limit for MP Domicile applicants	Maximum age Limit for Non M.P. Domicile applicants
1	Male Applicants (Unreserved)	40 Years	28 Years
2	Female Applicants (Unreserved)	45 Years	
3	Male/Female Applicants (Govt./ Corporation/ Board/ Autonomous Institute employees & Home Guards)	45 Years	
4	Male/Female Applicants (Reserved Category - SC/ST/OBC)	45 Years	
5	Male/Female Applicants (Reserved Category- Govt/ Corporation/ Board/ Autonomous Institute employees and Home Guards)	45 Years	
6	PWD Applicants	45 Years	

4. **Application fee and other charges:-**

Application fee for Unreserved category candidates will be Rs.1500/- including GST and Rs. 1000/- including GST for Reserved category candidates.

5. **How to apply:-**

5.1 The eligible candidates are required to submit applications in the enclosed format. The application fees for Unreserved category candidates will be Rs.1500/- including GST and Rs.1000/- including GST for Reserved category candidates, payable through demand draft drawn in favour of “**RAO MPPKVVCL, Indore**”, payable at Indore.

5.2 The prescribed application form can be downloaded from the company's website: www.mpwz.co.in. Application duly completed alongwith the attested photocopies of documents and demand draft of fees should be sent to the address given hereunder, **on or before 21.05.2018 till 5.30 PM:-**

Chief General Manager (HR&A)
MPPKVVCL, O/o MD(WZ),
Urja Bhawan, GPH Campus,
Pologround, Indore (M.P).

The envelope containing the application should be super scribed with “Application for the post of Company Secretary on Contract basis”

6. **Selection Process:-**

- a. A committee will be formed for screening of applications and preliminary evaluation. The evaluation pattern is proposed as given below:
- b. All the applications will be arranged in the order of merit of marks obtained in Company Secretary Examination.

- c. 70% weightage will be given to score of Company Secretary Exam. The applicant having the highest score in Company Secretary Examination will be awarded 70 marks. Marks to other applicants will be calculated on percentile basis with respect to the highest marks awarded i.e. 70 marks.
- d. 10% weightage will be given for applicant having graduate degree in law.
- e. 10% weightage will be given for experience above 03 years @ 2 marks per year.
- f. Based on above evaluation pattern maximum top 10 candidates as per above merit will be called for personal interview.
- g. 10% marks will be allocated for personal interview.
- h. Final selection will be based on total marks scored out of 100 marks.

7. Reimbursement of Travel fare:-

Travel fare shall be reimbursed to the candidates of Reserved category as per GoMP Finance Deptt. circular dated 13.09.2013 and PWD category candidates as per GoMP, GAD circular dated 22.11.2005, in case they are called.

8. Selection and appointment:-

The selected candidates will take up the role of Company Secretary on contract basis which is equivalent to a class – II cadre post.

9. Reservation:-

The post will be open for all category candidates.

10. General Conditions Regarding Eligibility:-

- 10.1 The candidate should be an Indian national.
- 10.2 The Candidates working in Government/ Semi Government/ Public Sector organizations, satisfying the eligibility criterion, education and age, shall have to submit NOC from the employer at the time of documents verification, otherwise their candidature shall not be considered.
- 10.3 The Candidates, who have a third child born on or after 26.01.2001 are not eligible to apply unless twins are born after first child.
- 10.4 The Candidate must possess sound health and he/she is required to produce medical fitness certificate issued from District Medical Board before joining.
- 10.5 **The candidate who married before the minimum age fixed for marriage are not eligible to apply as per GoMP, Gazette notification dated 10.03.2000.**
- 10.6 **Provisions of GAD order No.3-17-96-3-I Bhopal dated 25.10.96, shall also be applicable.**

11. General Terms and Conditions

- 11.1 On appointment as Company Secretary on Contract basis, the candidate's services will be governed by the MPPKVVCL Indore Samvida Sewa (Anubandh Tatha Sewa Ki Shartein) Sansodhit Niyam, 2018 issued vide Order no: 161 Dt: 03.04.2018 which is available on Company's Website.
- 11.2 The Company Secretary will be required to maintain the highest standard of personal conduct and integrity and comply with all organizational policies and procedures. Any violation of these policies or any other organizational procedures may result in disciplinary action being initiated against him/ her including termination of the services from the organization.
- 11.3 Job location will be Corporate Office, MPPKVVCL, Indore.
- 11.4 The Company reserves the right to fill or not to fill the position.

12. Contract Agreement

The Company Secretary will have to execute a Contract Agreement in prescribed format at the time of reporting on Rs. 500.00 non judicial stamp paper.

13. Tenure

The initial tenure will be 03 years which will be reviewed every year as per provisions of Samvida Sewa (Anubandh Tatha Sewa Ki Shartein) Sansodhit Niyam, 2018.

14. Leave during contract period

As per the leave rules of the MPPKVVCL Indore Samvida Sewa (Anubandh Tatha Sewa Ki Shartein) Sansodhit Niyam, 2018.

15. Duties and responsibilities during Contract Period

The Company Secretary shall be responsible for:-

- i. Company Affairs.
- ii. Dealing with ROC.
- iii. Conducting Board meeting and other Committee meetings.
- iv. Conducting AGM & EGMs.
- v. Coordinating with Auditors and other external Agencies related to Company matters from time to time.
- vi. ROC compliance in case of appointment / Change of Directors & related matters.

16. Rules and Regulations regarding conduct and disciplinary action :-

The conduct and disciplinary action will be governed by MPPKVVCL Indore Samvida Sewa (Anubandh Tatha Sewa Ki Shartein) Sansodhit Niyam, 2018.

17. Remuneration

The candidate will get fixed monthly remuneration of Rs.50490/-. The dearness allowance and the yearly revision in remuneration will be as per the provisions of MPPKVVCL Indore Samvida Sewa (Anubandh Tatha Sewa Ki Shartein) Sansodhit Niyam, 2018.

18. Insurance

On appointment as Company Secretary on contract basis, he/she will have to follow the relevant provisions of MPPKVVCL Indore Samvida Seva (Anubandh Tatha Sewa ki Shartein) Sanshodhit Niyam, 2018, as applicable.

19. Notice period

During the period of engagement, either party can terminate the employment without assigning any reason whatsoever, by giving one month's notice or one month's remuneration in lieu of notice, to the other party.

20. Travelling allowance

The selected persons shall be entitled for traveling and daily allowances as per the rules applicable for the officers of the rank of Class-II of the company, while on tour in relation to performance of official duties.

21. Exclusivity of engagement:-

Whilst employed with the Company, the Company Secretary will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without the written permission of the Company. In case the Company Secretary is found to be in contravention of the provisions of this clause, then his/her appointment would be terminated without assigning any reasons thereof.

22. Confidential Information

- (i) The Company Secretary shall observe utmost confidentiality and secrecy of any and all information received by him/her or entrusted to him/her in the course of his/her employment. He/She shall at all times, whether during or after the termination of employment, act with utmost integrity and not disclose or divulge any such information.
- (ii) The Company Secretary hereby undertakes to the Company that he/she shall:
 - a. Use the Confidential Information only for the purpose to perform the Services in the Company and not for any other purposes.
 - b. Preserve the secrecy of any Confidential Information.

- c. Return to the organization all documents or other materials containing Confidential Information (including copies thereof) on completion of purpose or separation whichever may be the case.
- (iii) For purpose of this Clause, Confidential Information shall mean any knowledge or information (whether oral, written, visual or otherwise, hard or soft copy) concerning the business, affairs, operations, assets, organization, dealings, customers, employees, officers and financial matter of the Company and shall include without limitation, the report, information, advice and recommendation (in whatever form) contained in any feasibility studies, valuation reports etc.

23. Documents:-

The selected candidates are required to bring the following original and one set of photocopies of documents at the time of reporting:

- a. Original and one set of certified copies of
 - (i) 10th Board exam mark sheet as proof of date of birth
 - (ii) Marksheet of graduation course.
 - (iii) Certificate of fellow member of the Institute of Company Secretary of India, New Delhi (FCS).
 - (iv) Marksheet of company secretary exam.
- b. NOC from present employer, if any.
- c. Experience Certificate.
- d. Caste certificate and MP domicile certificate in case of SC/ST/OBC candidates.
- e. Contract Agreement as per prescribed format.
- f. 5 copies of passport size photograph, attested by a class-I Gazetted Officer
- g. Character Certificate attested by class-I Gazetted officer as per prescribed format.
- h. Bio data in prescribed format.
- i. ID Proof, Address proof.
- j. Medical Fitness Certificate issued by Medical Board.

24. Jurisdiction

Any disputes arising out of selection process as well as service matters shall be dealt within the jurisdiction of courts situated at Indore.

Chief General Manager (HR&A)
