



BOKARO POWER SUPPLY COMPANY (P) LIMITED

(A Joint Venture of SAIL & DVC)

Regd.Office: Ispat Bhawan, Lodhi Road, New Delhi – 110003 (India)

Office Address: Hall No.- M-01, Old Administrative Building,
Bokaro Steel City, Pin - 827001, Distt. – Bokaro, Jharkhand (India)

Website: www.bpscl.com

(CIN: U40300DL2001PTC112074)

Advt. No. BPSCL/P&A/Rect/2019/06

Invites applications for the post of

Company Secretary

The Company is a Joint Venture of SAIL & DVC and registered under the Company's Act 1956. The main business of the company is steam and power generation with present capacity of 338 MW power and 2180 TPH steam generation. The Company has been established for catering to the captive steam and power requirements of SAIL, Bokaro Steel Plant. It has also ventured into Solar Power generation sector with installation of several Rooftop Solar PV units with an aggregate capacity of 2.1 MWp. The Plant and Office are situated at Bokaro Steel City, Jharkhand.

The Company invites applications to fill up one regular post of **Company Secretary** for which eligibility criteria and other details are given below:

Post & Scale of Pay	Essential Qualification (as on 01.11.2019)	Maximum age (as on 01.11.2019)*	Post Qualification Experience (as on 01.11.2019)
Company Secretary (E-4 Grade) Scale of Pay- Rs.36600-3%-62000/- Total Post- 01(UR)	Essential Qualification- Graduation and Membership of Institute of Company Secretaries of India. Additional Qualification of ICWA/CA/LLB/LLM from a recognized Indian Institute/ University will be preferred.	Should not exceed 40 years as on 01.11.2019	Minimum 10 years of relevant post qualification experience in regular executive cadre, as on 01.11.2019, as Company Secretary/Dy.Company Secretary/ Asstt. Company Secretary and having experience in compliance of Companies Act, conducting meetings of Board of Directors, Committees of the Board, finalization of Annual Reports, compliance to Govt. of India Guidelines, Corporate Governance, Legal Matters in any CPSU/Central/State Govt. AND/OR Public Limited Company or Listed Company.

* Age relaxation (including PWD candidates) subject to fulfillment of the requisite criteria on qualification, experience etc. will be as per Govt.of India guidelines.

Job Description: The incumbent will be convening board / board committee meetings as advised by top management, preparing Board Meeting and Board Committee Meeting agenda and preparing minutes thereof, to keep under review all legislative, regulatory and governance developments that might affect decision making or the organization's operations, knowledge of signing MoUs, agreements, finalizing policies and internal rules for the company, deal with and advise on matters pertaining to various laws and regulations as applicable, statutory compliances and managing all the secretarial works in terms of provision of the Companies Act, 2013 and rules made thereunder.

Eligibility of Candidate with regard to experience:

With regard to experience for the post of Company Secretary, candidates must have minimum 10 years of experience as described above under Post Qualification Experience and under the Job Description head in CPSU/Central/State Govt. and/or Public Limited Company or Listed Company. The candidate currently working in Public Limited Company or Listed Company must

produce annual report of the Company whose **average annual turnover should not be less than Rs. 100 crores**, in each of the three financial years FY 2015-16, FY 2016-17 and FY 2017-18.

Compensation Package: Basic Pay, DA, EPF, Gratuity, Company Accommodation or House Rent Allowance, Medical Facilities for self and dependent family members, Performance Related Pay (PRP) and other fringe benefits as per rules of the Company.

Place of Posting: Bokaro Steel City, Jharkhand

Selection Procedure: Selection will be on the basis of Educational/Professional qualification, Post-qualification experience and performance in the personal interview. In case the numbers of candidates fulfilling the criteria are more, the appointing authority shall decide the number of candidates to be considered for the post and may accordingly enhance the criteria for qualification and experience.

Screening and selection will be based on the details provided by the candidates. Hence, it is necessary that applicants should furnish accurate, full and correct information. Furnishing of wrong/false information will be a disqualification and BPSCL will not be responsible for any consequence of furnishing of such wrong/false/incomplete information.

Mere possession of the minimum qualification and experience does not entitle a candidate to be called for interview.

GENERAL INSTRUCTIONS:

1. Only Indian Nationals need apply.
2. The cut-off date for computing age, experience etc. shall be 01.11.2019.
3. The candidates are advised to ensure while applying that they fulfil the eligibility criteria and other requirements mentioned and that the particulars furnished by them are correct in all respect. Their candidature at all stages is purely provisional. In case it is detected at any stage of recruitment process that the candidate does not fulfil the eligibility criteria and/or does not comply with other requirements of this advertisements and/or he/she has furnished any incorrect or false information or has suppressed any material fact, his/her candidature is liable to be rejected. If any of the above shortcomings is/or are detected even after appointment, his/her services will be terminated without any notice.
4. The management reserves the right to enhance the criteria for qualification and experience to call the number of candidates for the interview. Only shortlisted candidates will be notified for the Personal Interview.
5. Candidates called for interview will be re-imbursed to and fro 2nd AC Train Fare including Rajdhani from the nearest railway station through the shortest route, on production of proof of journey. However, candidates travelling by a class/mode higher than the above, will be re-imbursed train fare limited to 2nd AC including Rajdhani.
6. Candidates presently employed in any CPSU/Central/State Govt. will be required to produce NOC from the concerned Department of CPSU/Central/State Govt. at the time of interview, failing which they will not be permitted to appear for the interview and to and fro journey fare will not be re-imbursed to them.
7. Merely meeting the above qualifications and experience shall not entitle a candidate to be called for interview. Verification of original certificates with regard to age, qualification, work experience, annual turnover, category/disability (as applicable) and other documents as asked for, will be done at the time of interview. If original documents are not furnished by a candidate in support of his/her meeting eligibility conditions at the time of interview, such

candidate will not be permitted to appear for the interview as also to and fro journey fare will not be re-imbursed to him/her.

8. The call letters for interview shall be sent based on the information given by the candidates in the application form and self-attested documents submitted along with the application. The candidature, therefore, shall be provisional and will be subject to verification of eligibility conditions with reference to original documents.
9. Appointment of selected candidate is subject to medical fitness, by the Medical Board constituted for the purpose.
10. In case of any dispute, the Court of Jurisdiction shall be Bokaro Steel City.
11. Any addendum/corrigendum shall **only be notified** on the BPSCL website i.e. www.bpscl.com. No further press advertisement will be given. Hence, prospective applicants are advised to visit our website regularly and keep their E-mail ID active for at least one year.
12. Canvassing in any form would result in immediate disqualification of the candidate.
13. For information about the Company visit our website i.e. www.bpscl.com.
14. **Age relaxation**– Age relaxation (including PWD candidates) subject to fulfillment of the requisite criteria on qualification, experience etc. will be as per Govt. of India guidelines.
15. **Application Fee** – Candidates are required to pay application fee (non-refundable) in form of **Demand Draft (DD)** only** , with a validity period of **3 months**, in favour of “**Bokaro Power Supply Company (Pvt.) Limited**”, payable at ‘**Bokaro Steel City**’ as per the table below:

UR/OBC (NCL)	SC/ST/Ex Serviceman/PWD
Rs.500/-	Nil

****Applicants are required to mention their name on the backside of their DD.**

16. (A) How to Apply –

- a) Visit our website www.bpscl.com and download the application form. **Applications not submitted in the prescribed form will not be considered.**
- b) Application must be in response to our advertisement quoting advertisement number and post in application form.
- c) All instructions as given in the advertisement must be adhered to, failing which, the applicant will be disqualified for the post.
- d) The application with one recent passport size self-attested photograph pasted on the form, self-attested copies of proof of age, caste certificate in the prescribed form as applicable, qualification certificate and experience certificate, and DD (as applicable) must be sent through Speed Post ONLY in an envelope superscribing “Advertisement Number..” and “ Post Applied For” to Dy. Manager (P&A), BPSCL, Hall No. M-01, Old Administrative Building, Ispat Bhawan, Bokaro Steel City- 827001, Jharkhand, so as to reach **on or before the last date i.e. 30.11.2019**. Applications sent through any other means, including by Fax/E-mail or hand delivery will not be entertained.
- e) BPSCL will not be responsible for any loss of E-mail / SMS sent due to invalid or wrong E-mail ID / Mobile Phone No. etc. or delivery of e-mails to SPAM / BULK MAIL FOLDER.

- f) Application is liable to be rejected if it is incomplete, unsigned or received in BPSCL after the closing date. BPSCL will not be responsible for loss of application in transit or postal delay. BPSCL on discretion reserves the right to reject any application or cancel the candidature without assigning any reason thereof.

16 (B) Documents to be enclosed in support of :-

- a) **Age:** Copy of Birth Certificate or 10th / Matriculation Certificate.
- b) **Qualification:** Copies of all academic certificates starting from 10th/Matriculation onwards, including all semester mark sheets indicating date of declaration of result.
- c) **Experience (as applicable):** Experience Certificate/ documents issued by the Employer in support of experience details mentioned by the candidate in the application form.
- i. **Past Experience:**
- Experience Letter indicating the date of joining as well as relieving OR
 - Proof of date of joining which is issued after joining along with appointment letter and proper relieving letter/ acceptance of resignation.
- ii. **Current Experience:**
- Proof of date of joining- which is issued after joining, along with appointment letter. Experience Letter issued by competent and authorized executive of the organization indicating designation and Date of Joining (DOJ) the organization by the employee concerned along with latest pay slip , **OR**
 - Appointment letter, any documentary proof clearly mentioning the date of joining the organization and latest Pay Slip along with Identity Card issued by current employer with DOJ, Designation etc.
 - Candidates currently working in the Public Limited Company or Listed Company must enclose the documentary evidence of Annual Report of their employer having regard to Annual Turnover which should not be less than Rs. 100 Crores for the Financial Years 2015-16, 2016-17 and 2017-18.
- iii. **Emoluments /CTC:** Certificate from the employer / last pay slip **OR** Form-16.
- iv. **Other:** Caste Certificate / Non-Creamy Layer Certificate / PWD Certificate/ Discharge Certificate from Defence Services, wherever applicable, **in the format prescribed by Govt. of India, issued by Competent Authority.**

17. INTIMATION REGARDING PERSONAL INTERVIEW & RESULT

Names of the provisional eligible candidates for Personal Interview will be hosted on BPSCL's website i.e. www.bpscl.com. Interview Call Letters shall be sent by Post/E-mail.

18. IMPORTANT DATES:

PARTICULARS	DATES
Date of hosting Advertisement on BPSCL website	02.11.2019
Date of publication of Advertisement in Employment News	02.11.2019
Last date of receipt of completed application with all required testimonial/certificate, at BPSCL Office	30.11.2019