



ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.
C/2, NAYAPALLI, BHUBANESWAR-751012
Estt. (R. Cell)-28/2015, Advt. No.-3676 Date:25.02.2016

Recruitment of Company Secretary

Applications in registered post/speed post are invited for one post of Company Secretary in OSCSC Ltd., a Govt. of Odisha Undertaking from dynamic, experienced and highly motivated professionals having experience of working in major business projects under Govt./PSU/Private Sector. The appointment shall be on direct recruitment process.

Qualification:

Name of Post	No. of Post	Eligibility/ Educational Qualification	Pay Scale
Company Secretary	1	Member of the Institute of Company Secretaries of India, New Delhi, with specified years of experience in public sector undertakings. Such of those who are also Chartered Accountants or have a degree in Law may be preferred.	Rs.15,600-39,100/- G.P.- Rs.6600/-

Age: The candidate should not be less than 21 years of age and 35 years of age inclusive of three years work experience in Private/ Govt./ PSU sector as on 1st of March'2016 for all categories including women, SC, ST and physically challenged applicants.

Mode of Selection: The recruitment examination shall consist of written and viva-voce test with 80% and 20% weightage respectively. The merit list of the selected candidates shall be prepared on the basis of the total marks secured by him/her in all two tests.

Shortlisted candidates will be called for interview at Odisha State Civil Supplies Corporation Ltd., Bhubaneswar. The date of the interview will be informed to the shortlisted candidates by post/email. Persons employed with Private/ Govt./ PSU sector shall apply through proper channel and shall produce a "No Objection Certificate" from their employers at the time of interview.

The Odisha State Civil Supplies Corporation Ltd. reserves the right to shortlist candidates for interview. No correspondence in this connection shall be entertained.

Examination Fee: The candidate is required to send a non-refundable Demand Draft of Rs.500/- (Rupees Five Hundred) only drawn in favour of "Managing Director, Odisha State Civil Supplies Corporation Ltd." payable at Bhubaneswar along with application form.

Documents to be attached with application:

1. Self attested Xerox copies of mark sheet and certificate of candidate's educational qualification.
2. Experience certificate.
3. Documents of supporting age proof.
4. Two self attested passport size photographs.
5. Conduct certificates from two Gazetted Officers.
6. A Demand Draft of Rs.500/- drawn in favour of "Managing Director, Odisha State Civil Supplies Corporation Ltd." payable at Bhubaneswar along with application form.
7. No Objection Certificate whenever applicable.
8. Certificates relating to previous experience.

Last Date: The completed application should reach the Managing Director, Odisha State Civil Supplies Corporation Ltd., C/2, Nayapalli, Bhubaneswar-751012 within 15 days of publication of this advertisement. Incomplete applications and application received after the stipulated time will not be taken into consideration. Canvassing in any form will be considered as a disqualification.

The Odisha State Civil Supplies Corporation Ltd. reserves the right for modification/cancellation of the advertisement without assigning any reason thereof.

This advertisement is also available in the website www.foododisha.in and www.oscsc.in.

How to Apply: Applicants should apply on plain paper as per the following format.

APPLICATION FORMAT

**(TO BE FILLED IN BOLD ENGLISH CAPITAL LETTERS BY THE CANDIDATE
IN HIS OWN HAND WRITING OR TYPED)**

1.	Name of the Post				
2.	Name of the Candidate				
3.	Father/Husband's Name				
4.	Date of Birth				
5.	Permanent Address				
6.	Age as on 01.03.2016	Year	Month	Day	
7.	Address of Correspondence				
8.	Contact No., Fax & Email				
9.	Details of Education	10 th	12 th	ACS/FCS	CA/CWA/LLB
	a)Examination Passed				
	b)Year of Passing				
	c) Name of the Institute/ University/ Board				
	d) Subjects				

	e) Percentage in aggregate				
	f) Division				
10.	Details of experience along with pay scale/pay package (In chronological orders)				
	Total years of experience				
11.	Details of service				
a)	Parent Organization				
b)	Date of Appointment				
c)	Grade at the time of appointment				
d)	Total length of service				
e)	Date of appointment to executive service				
f)	Present Grade				
g)	Date from which in present grade				

I hereby declare that the particulars furnished above are true. I understand that my candidature will be cancelled if the information found to be false or incorrect.

Date:

Signature of the Candidate

Place:

Phone No:

Email Id: