

DETAILED ADVERTISEMENT

Direct Recruitment for the post of Company Secretary

Rajasthan State Power Finance Corporation Limited is a Govt. of Rajasthan undertaking, registered under the Companies Act, 1956. and has been established to provide Financial Support to the State Power Sector Companies in the field of Generation, Transmission & Distribution of Electricity.

The recruitment for the posts of Company Secretary is being done on the provisions same as provisions of the Recruitment Rules of the State Govt. for State Services, the age limit for various categories of persons, age relaxation and the terms and conditions are as per these Rules where as other service conditions of the recruited staff will be governed by the Service Rules of the RSPFCL.

1. POSTS AND NUMBER OF VACANCIES-

The recruitment would be made only on a single post of Company Secretary.

2. RESERVATION OF POSTS-

Since there is a single post of Company Secretary, So no reservation of any category will be applicable.

3. QUALIFICATION & EXPERIENCE-

Sr. No.	Name of Post Pay Band, Running Pay Band and Grade Pay	Mode of Filling Up the Post	Qualification and Experience
1	2	3	4
	Company Secretary Pay Band: 3 Running Pay Band: Rs. 15600-39100 Grade Pay: Rs. 5400/-	100% By Direct Recruitment	Essential Qualification- Must have qualified Company Secretary course from the Institute of Company Secretaries of India. Desirable Qualification- M.B.A. (Finance) from a recognized University with at least 50% of marks or equivalent grade/level. Bachelor Degree in Commerce from a recognized University with at least 50% of marks or equivalent grade/level. Experience- Three Years experience of working as Company Secretary after acquiring the qualification in a Corporation, Company, Board, and any Organization of the Govt. of India/State Govt or in a Private Company of reputed nature

- The cut-off date for determining eligibility with respect to qualification & experience shall be the Last Date for Submission of Applications, i.e 16th September , 2013.
- A recognized University will mean a University incorporated by an Act of the Central or State Legislature in India or other educational institutions established by an Act of Parliament or declared to be as a deemed University under Section 3 of the University Grants Commission Act, 1956.

4. AGE LIMITS

A candidate must have attained the age of 21 years and must not have attained the age of 35 years as on 1st January, 2014.

Provided further that:

- 1) the upper age limit mentioned above shall be relaxed -
 - (a) by 5 years in the case of male candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes and Special Backward Classes.
 - (b) by 5 years in the case of woman candidates belonging to general category,
 - (c) by 10 years in the case of woman candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes and Special Backward Classes;
- 2) the upper age limit mentioned above shall not apply in the case of an ex-prisoner who had served under Government on a substantive basis on any post before conviction and was eligible for appointment under these rules;
- 3) the upper age limit mentioned above shall be relaxed by a period equal to the term of imprisonment served in the case of an ex-prisoner who was not over age before his conviction and was eligible for appointment under the rules;
- 4) the upper age limit mentioned above shall be relaxed by a period equal to the service rendered in the National Cadet Corps in the case of Cadet Instructor, if the resultant age does not exceed the prescribed maximum age limit by more than three years, such candidate shall be deemed to be within the prescribed age limit;
- 5) the upper age limit for persons serving in connection with affairs of the Rajasthan State, Panchayat Samiti and Zila Parishad and in Rajasthan State Public Sector Undertaking/ Corporation in substantive capacity shall be 40 years;
- 6) the Released Emergency Commissioned Officers and Short Service Commissioned Officers after release from the Army shall be deemed to be within the age limit had they been eligible as such at the time of their joining the Commission in the Army;
- 7) the upper age limit for reservist, namely the defense personnel transferred to the reserve and the ex-service personnel shall be 50 years;

8) there shall be no upper age limit in the case of widows and divorced women.

Explanation: In the case of widow, she will have to furnish a certificate of death of her husband from the competent authority and in the case of divorcee; she will have to furnish the proof of divorce.

Provided also that no candidate can claim age relaxation in more than one of the cases listed at (i) to (viii) in the Proviso above.

Provided also that the candidates of SC/ST/BC/SBC belonging to States other than Rajasthan will not be entitled to any age relaxation applicable to male or woman candidates of SC/ST/OBC/SBC.

Provided also that any notifications of the State Government with respect to age relaxations for special categories and/or employees of the State Government and its entities shall be applicable. This proviso inter alia implies that in terms of the provisions of the Rajasthan Civil Services (Absorption of Ex-Servicemen) Rules, 1988, in the case of holders of Military Cross/ Vir Chakra or any other higher distinction, the upper age limit shall be 52 years.

5. NATIONALITY

A candidate for entry into the service of the Corporation must be :

- a citizen of India, or
- a subject of Nepal, or
- a subject of Bhutan, or
- a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or
- a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a candidate belonging to categories (ii), (iii), (iv) and (v) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

6. DISQUALIFICATION

- a) A person being a partner or a relative of a Director of RSPFCL within the meaning of Section 314 of the Companies Act, 1956, shall be disqualified

for appointment, unless the Board of Directors accords consent by special resolution. Every person on first appointment to a post under RSPFCL shall sign a declaration to the effect that he/she is not a partner or a relative of a Director of RSPFCL, within the meaning of Section 314 of the Companies Act, 1956, and that in the event of his/her acquiring such relationship, would notify the fact to RSPFCL. List of Directors of RSPFCL, as on date, is available on RSPFCL website.

- b) A person who has been dismissed or removed or whose services have been terminated by the Central Government or State Government or Public Sector Undertaking as a measure of penalty for any act involving moral turpitude or declared guilty of impersonation or of submitting fabricated documents or documents which have been tampered with or of making statements which are incorrect or false or of suppressing material information or using or attempting to use unfair means FOR interview, or for any act causing loss to or destruction of property belonging to his/her ex-employer, as the case may be, shall not be eligible for appointment.
- c) No male/female candidate who has more than one wife/husband living shall be eligible for appointment unless RSPFCL, after being satisfied that there are special grounds permissible under the personal law for doing so, exempt any candidate from the operation of this rule.
- d) No female candidate who is married to a person having already a wife living shall be eligible for appointment unless RSPFCL, after being satisfied that there are special grounds for doing so, exempt any female candidate from the operation of this rule.
- e) No married candidate shall be eligible for appointment if he/she had at the time of his/her marriage accepted dowry.
Explanation - For the purpose of this rule, 'dowry' has the same meaning as in the Dowry Prohibition Act, 1961 (Central Act 28 of 1961).
- f) No candidate shall be eligible for appointment who has more than two children on or after 1st June, 2002.

Provided that the candidate having more than two children shall not be deemed to be disqualified for appointment so long as the number of children he/she has on 1st June, 2002 does not increase.

Provided further that where a candidate has only one child from earlier delivery but more than one child are born out of a single subsequent delivery, the children so born shall be deemed to be one entity while counting the total number of children.

Provided also that while counting the total number of children of a candidate, the child born from earlier delivery and having disability shall not be counted.

7. APPLICATION FEE

- a) An Application shall be deemed as valid only if the prescribed Application Fee is deposited by the last date prescribed for the purpose.
- b) The Application Fee shall be paid in the form of a DEMAND DRAFT, in the name of the Managing Director, RSPFCL.

Application Fee:

For Persons with Disabilities	Rs. 500/-
For SC/ST candidates of Rajasthan	Rs. 500/-
For Non-Creamy Layer OBC/SBC candidates of Rajasthan	Rs. 750/-
For all other candidates	Rs. 1000/-

- c) The Application Fee is non-refundable and will not be held in reserve for any other test or selection. Also, these will not be refunded in case the candidature of a candidate is rejected at any stage.

8. APPLICATION PROCESS

- a) Application Form can be downloaded from the RSPFCL website free of cost.
- b) Candidates must carefully choose the category under which they wish to apply and seek relaxation in application fee. ***If due to furnishing of wrong particulars, application fee remains underpaid, the candidature will stand cancelled and the defect cannot be remedied by depositing the balance amount after the last date prescribed for depositing the Application Fee has elapsed.***

- c) Candidates should have a valid personal e-mail ID, as the same is mandatory for submitting an Application. It should be kept active during the currency of this recruitment process since *all important communication will be sent on this e-mail ID. The candidates are, therefore, requested to check their e-mail regularly for any communication from RSPFCL.* Under no circumstances should the candidate share the password for his e-mail ID with any other candidate/ person.
- d) *Call Letter for interview/ will NOT be issued in paper form by post; these will only be emailed or maybe downloaded from RSPFCL website.*
- e) A candidate shall be permitted in the interview only if he/she possesses the Call Letter along with a photo identity card.
- f) The decision of RSPFCL about the eligibility of a candidate shall be final and binding. No correspondence will be entertained in this regard.
- g) If the candidature of a candidate is rejected at any stage due to incomplete/incorrect information filled in the Application, it shall be his/her sole responsibility.

9. The screening process ;

- a) Only interview will be used to screen the candidates and prepare the merit list. The merit list will be prepared on the basis of marks obtained by the candidate as per the score sheet enclosed here with.
- b) All candidates placed on the final merit list or panel of wait listed candidates shall have to undergo and pass medical fitness test as prescribed by RSPFC. Failure to appear in medical fitness test at the appointed date and time will disqualify the candidate.

Dates of interview results thereof and all other recruitment related information shall be available on RSPFCL website. Candidates are required to regularly visit the website and check for updates.

10. GENERAL INSTRUCTIONS FOR INTERVIEW

- Candidates will not be permitted entry into the interview venue without the Call Letter and a Photo Identity Card.
- Candidates are advised to closely read the Call Letter and comply with the instructions given therein, as also the instructions given by the invigilator/venue superintendent/ observer at the interview.

11. VERIFICATION OF DOCUMENTS

- a) The claim of candidates in respect of category, age (or relaxation in age), nationality, qualification, recognition of the University/ Board/ Institute they have obtained the qualification from, equivalence of their qualification with the prescribed qualification, experience or any other eligibility criteria may be checked at any stage(s) of the recruitment process.
- b) Eligibility of candidates for appointment will be decided as per the prescribed eligibility criteria only after the result of interview, medical fitness test and verification of original documents and of identity. The candidature of candidates who do not possess requisite qualification or fail to meet any other eligibility criterion or have filled wrong information in the Application is liable to be rejected/ cancelled at any stage before appointment.
- c) The eligibility with regard to documentary evidence in respect of Age (or relaxation in age), Qualification & Experience, Category, Fee relaxation, etc. shall be physically checked/verified by RSPFCL prior to interview and/or issue of offer of appointment to the candidates. For this purpose, the candidates shall be advised to produce certain documents for verification in original and also to submit the attested photocopies thereof.
- d) Candidates will have to submit Matriculation/10th Standard certificate/mark sheet indicating date of birth, issued by a recognized Board, in support of their claim of age. Where date of birth is not available in such certificate/mark sheet, School leaving certificate or other relevant proof indicating Date of Birth will be considered.
- e) RSPFCL reserves the right to disqualify a candidate for appointment/employment if the identity of the candidate is in doubt or he is not able to produce the requisite documents or there is mismatch of information in the documents. Decision of RSPFCL shall be final and binding in such cases.
- f) In case candidates are not able to produce their final mark-sheet and final certificate/ provisional certificate when asked for, on or before the date of their interview, or they have not secured the minimum qualifying marks or they are not able to produce original copies of certificates regarding date of birth/ qualification/ reservation status/ disability/ age relaxations/ experience, etc., they may NOT be allowed to appear in the interview and their candidature may be treated as cancelled.

12. SELECTION, PROBATION AND TRAINING

- a) Selection shall be provisional, subject to fulfilling all the requirements applicable for appointments as per the provisions same as provisions of Recruitment Rules of Rajasthan State for State Services including verification of character and antecedents of the candidate, verification of the requisite documents submitted by the candidate.
- b) The selected candidates shall on appointment be placed on probation for a period of 24 months.
- c) Probation related provisions as given in the Service Rules of RSPFCL shall apply.

13. PAY AND EMOLUMENTS

- a) During probation an employee shall be entitled only to fixed remuneration, and only after successful completion of probation period, shall he/she be paid in the running pay bands and grade pays as applicable for the post at entry level. The amount of fixed remuneration during probation period would be Rs.16,800/-PM only.
- b) It may be noted that during the probation period, only the fixed remuneration will be payable and no DA or other allowances by whatever name it may be called shall be payable. After completion of probation, as indicated above, in addition to the Basic Pay, DA (which is as applicable from time to time) and other allowances as per Rules will be payable.
- c) For an existing employee of a Board/ Public Sector Undertaking/ Organization/ Corporation of Government of India/ Government of Rajasthan or any other State Government, who has been recruited by the Corporation, an option shall be given to opt either for the 'Fixed Remuneration' or the existing pay scale (not the scale of his/her new appointment), whichever is beneficial to him/her while he/she is under probation. After successful completion of probation period, entry pay will be fixed in the Running Pay Bands and Grade Pays as per Rules, where he/she will get due advantage of being in a regular pay scale and will get due protection of his/her pay.
- d) Annual increments, as per rules, shall be allowed after completion of Probation.

14. JOB PROFILE

The job of **Company Secretary** includes preparation of Agenda Items, Minutes and Compliance of Board Meetings and compliance of requirements under the Companies Act and Rules, etc.

Note: - Notwithstanding the indicative job profiles detailed above, RSPFCL reserves the right to modify, restrict, enlarge or amend the duties and responsibilities of its employees as it may deem fit from time to time.

15. MISCELLANEOUS

- a) **Information on website or through email:** Any further information / corrigendum/ addendum/ details regarding applications or applicants/ any other information regarding schedule of interviews/ call letters for interviews/ notices/ results, etc. shall be posted only on RSPFCL website. Alternatively, RSPFCL may in its discretion choose to communicate all or any such information via email. No publication in any other media will be made. Thus, the candidates are advised to keep updating themselves by checking RSPFCL website and their registered email account, very frequently.
- b) No recommendation for recruitment either written or oral other than that required under the rules shall be taken into consideration. Any canvassing attempt on the part of a candidate shall disqualify him/her for appointment.
- c) Falsification of any information and/or documentation provided and/or malpractices during the recruitment process shall disqualify a candidate for appointment/employment.
- d) The legal jurisdiction for all issues related to this recruitment process will be Jaipur.

SCORE – SHEET

Enclosure - 1

COMPANY SECRETARY

S.No.	Name of the Examination Passed	Percentage of Marks	Marks	
1	2	3	4	
1.	COMPANY SECRETARY COURSE (Maximum Marks - 7)	60% & above	7	
		50% & above	5	
2.	MANAGEMENT COURSE (Maximum Marks – 10) a. Doctorate after P.G.	-	10	
		b. M.B.A. (Finance)	75% & above	8
			60% & above	7
			50% & above	5
		c. P.G. Diploma in Management (Finance)	75% & above	6
			60% & above	5
			50% & above	4
3.	DEGREE IN COMMERCE (Maximum Marks – 8) a. Master Degree	75% & above	8	
		60% & above	6	
		50% & above	5	
		b. Bachelor Degree	75% & above	5
			60% & above	3
			50% & above	2
4.	Senior Secondary School Examination (Maximum Marks –3)	75% & above	3	
		60% & above	2	
		50% & above	1	
5.	Secondary School Examination (Maximum Marks – 3)	75% & above	3	
		60% & above	2	
		50% & above	1	
6.	Experience of working as Company Secretary (Maximum Marks – 9) a. In an Organization of State Govt. or Govt. of India b. In a Private Company of reputed nature including practicing firms	3 Marks Per Year		
		2 Marks Per Year		

7.	Any other Distinction/Award/Certificate etc received (Including any Award or Certificate received from Institute of Company Secretary of India)	Max. 5 marks depending upon the Nature of Distinction/Award/Certificate received
8.	Interview : Subject knowledge/ as well knowledge about the current events at the International/National/State/Local level, Character, Personality, Physique, Attitude etc.	15
	Total Maximum Marks (1+2+3+4+5+6+7+8)	60