

**GOVERNMENT OF ODISHA
DEPARTMENT OF PUBLIC ENTERPRISES**

Invites application for the post of Company Secretary in Odisha State Beverage Corporation Limited (OSBC Ltd.)

Odisha State Beverage Corporation Ltd. (OSBC), a Company fully owned but the Government of Odisha with paid up capital of Rs.1.00 Crore and authorised Capital of Rs.5.00 Crore. U.S. 20-A of Bihar & Odisha Excise Act, 1915 by virtue of a Notification No.514/Ex dated 31.01.2001, Govt. in Excise Department, the right to carry on the importing , Exporting and the wholesale trade and distribution of Foreign Liquor in the State solely vest in OSBC Ltd.

The Selection Board under the Department of Public Enterprises, Govt. of Odisha is seeking qualified and experienced candidates for the post of Company Secretary in OSBC Ltd. for their Corporate Office located at Bhubaneswar in the Scale of Pay of Rs.56,100/- -1,77,500/- with usual DA, HRA and other allowances as admissible to the employees of the Corporation.

Detailed requirement for the position along with the application format is available in the Public Enterprises Department, Government of Odisha website: <http://pe.odisha.gov.in>

Complete application in the prescribed format with enclosures and a passport size photograph should be sent to the Principal Secretary to Govt., Department of Public Enterprises, Odisha, Bhubaneswar-751001 by Speed post/Registered Post/e-mail (e-mail id: dpesec.or@nic.in) only to reach within 30 days from the date of publication of Advertisement. Envelope containing the application should be super-scribed as "Application for the post of Company Secretary in Odisha State Beverage Corporation Ltd."

The undersigned reserves the right to accept/ reject any or all of the applications at any stages of selection without assigning any reason thereof.

Principal Secretary to Govt.
Public Enterprises Department, Odisha Secretariat,
Bhubaneswar-751001,
e-mail id: dpesec.or@nic.in

Government of Odisha
Department of Public Enterprises

Name of the PSU	Odisha State Beverage Corporation (OSBC) Ltd.
Name of the Post	Company Secretary
Scale of the Post	Rs.56,100/- 1,77,500/-

1. COMPANY PROFILE

Odisha State Beverage Corporation Ltd. (OSBC), a Company fully owned but the Government of Odisha with paid up capital of Rs.1.00 Crore and authorised Capital of Rs.5.00 Crore. U.S. 20-A of Bihar & Odisha Excise Act, 1915 by virtue of a Notification No.514/Ex dated 31.01.2001, Govt. in Excise Department, the right to carry on the importing , Exporting and the wholesale trade and distribution of Foreign Liquor in the State solely vest in OSBC Ltd.

2. JOB DESCRIPTION AND RESPONSIBILITIES:

The primary responsibility of the Company Secretary is to ensure that the Board functions effectively. The other responsibilities include -

1. Providing individual directors with detailed guidance and assistance on the nature and extent of their duties and responsibilities and more importantly, how such duties and responsibilities should be properly discharged in the best interests of the PSU.
2. Assist the directors in fulfilment of formalities at the time of induction.
3. Assist the Board in its oversight function with respect to legal compliances.
4. Provide a Central source of guidance and advice to the Board on matters of business ethics and good governance.

The Secretarial work relating to the Board meetings would be as follows:

- Fixing the date & venue.
- Issuing notice and agenda to the Directors.
- Maintaining register of attendance of Directors.
- Inviting specialists on the request of Chairman.
- Ensuring quorum.
- Presently minutes of the previous meeting.
- Making notes of the proceedings of the meeting.
- Drafting of the Minutes of the meeting.
- Ensuring legal and regulatory compliances.

3. Eligibility:

I. Age:

As on the date of advertisement-the age of candidate shall not be more than 45 years as on the date of advertisement.

III. Qualification & experience:

Educational Qualification:

ACS/FCS of ICSI degree in Law will be considered as added qualification.

Experience:

Minimum five years of post qualification working experience on the date of advertisement.

1. Scale of Pay:-

Rs. Rs.56,100/- 1,77,500/- with usual DA, HRA and other allowances as admissible to the employees of the Corporation.

5. Submission of Application:

Prospective candidates from the Central Public Sector and Government Officers/State Public Sector Undertaking shall send their applications, through proper channel, in the format as at **Annexure-I**.

The applications for various categories of the Officers shall be routed through proper channel.

Interested candidates shall submit their applications, in the format at Annexure-I, along with a write up on significant contributions made by them during their present/past assignments and their suitability for the post.

Interested candidates may send their application in the format at Annexure-I along with a passport size photograph within 30 (thirty) days from the date of publication of the advertisement to the following address by Registered post/ Speed post/ e-mail (e-mail id: dpesec.or@nic.in) only. Candidates working in the Government/ PSUs are required to apply through proper channel. Envelope containing the application should be super-scribed as

"Application for the post of Company Secretary, Odisha State Beverage Corporation Ltd."

The undersigned reserves the right to accept/ reject any or all of the applications at any stages of selection without assigning any reason thereof.

Besides, five years performance Report and Vigilance Clearance of the candidates shall be obtained from the Concerned Authority before interview.

6. Certification by Candidate:

- a. An applicant has to give an undertaking as a part of the application that he/she will join the post, if selected. If an applicant does not give such undertaking, the application would be rejected.
- b. Undertaking to be furnished that no criminal / civil case is pending - Annexure-II.
- c. In the above cases, no request for relaxation or otherwise would be entertained.

Applications received beyond the last date and incomplete application shall not be considered. Any wrong information given in the application will make the application liable for rejection.

Principal Secretary to Government,
Public Enterprises Department, Odisha Secretariat,
Bhubaneswar-751001.

FORMAT OF APPLICATION

APPLICATION FOR APPOINTMENT TO THE POST OF:

1. Name in full:
2. Present Designation:
3. Office / Department:
4. Pay/ Level (In detail):
5. Date of Birth:
6. Age as on the date of advertisement: Years Month Days
7. Nationality:
8. Whether belongs to SC/ST/OBC :
9. Full Address (Office / Residence):
(i) Office with Telephone No., Mobile No.,
e-mail address etc.

(ii) Residence:
10. Present Emoluments:
Basic Pay:
Dearness Pay / Allowances:
Special Pay, if any:
H.R.A. :
C.C.A. :
Any other allowances:
Total:

Passport size
photograph

11. **QUALIFICATION:**

Educational Qualification:

a) Academic :

b) Professional:

c) Details of affiliation with Professional Bodies / Institution / Society:

i) Name:

ii) Membership No. :

iii) Since when:

12. **EXPERIENCE:**

Details of posts held from time to time

Sl.No.	Post held & scale of pay	Office	Period		Total Experience		Nature of job
			From	To	Years	Months	

13. **TRAINING:**

Details of training undergone in India and abroad .

Name of training program	Institute where training was received	Period of training	Nature of training	Achievement

14. FOR PRIVATE SECTOR EXECUTIVES:

i) Annual turnover of last three years of
the Company where he is working presently:

(Certified copy to be attached) Turnover

Rs.----- for the year -----

ii) Details of position held at Board level / Below Board level:

iii) Details of Stock Exchange listing:

15. List of Publications / Academic honours received:

16. If selected, minimum time required to join:

17. Any other information:

18. Whether furnished your organizational chart

Indicating your current position there in: Yes / No

(Name and Signature of the applicant)

Date:

Place:

Note: Copies of Testimonials in support of age, qualifications, experience etc. may be
furnished, wherever necessary.

4/11/11

Undertaking from Applicant

To,

The Principal Secretary,
Public Enterprises Department
Government of Odisha

Sub: Application for the post of _____

Sir,

I undersigned Shri/Smt./Ms. _____ permanent resident
of _____ have applied for the post of _____.

1. I, hereby, declare that, the entries made by me in the Application Form are complete and true to the best of my knowledge and based on records.

2. I, hereby declare that, I am not involved in any criminal or civil case as on date of this application.

3. I also understand that the contents of Application are true to my own Knowledge and I possess the requisite qualification and other mandatory documents required as per recruitment rules for the post.

4. My candidature shall not be considered, if found that I am ineligible at the time of Verification of essential documents, even though I have been selected / shortlisted for the post.

Yours faithfully,

(Name & Sign of Applicant)

Date:

Place: