



TRIPURA STATE ELECTRICITY CORPORATION LIMITED
(A Government of Tripura Enterprise)

Advertisement No.TSECL/2016-17/03.

Advertisement for Recruitment in the post of Company Secretary.

Applications are invited from Indian citizens for recruitment to the following post under Tripura State Electricity Corporation Limited as detailed below:

1. Name of post: Company Secretary

2. Scale of Pay: PB – 4, Rs. 15600/- to 39100/-, Grade Pay - Rs. 7600/-

3. No. of Post – 01 (one). (UR 01)

4. Qualification: A graduate in any discipline from a recognized University and an Associate Member of Institute of Company Secretaries of India. Must have a degree in law.

5. Experience: Minimum 10 (Ten) years' experience with at least one year as head of the company affairs function in a fairly large organization. Should have experience in dealing with secretarial works related to company affairs and legal affairs. Must have good communication and negotiations skills.

6. Age: Maximum 55 years on the date of application. Relaxation of this limit may be considered in exceptional cases.

7. Type of Service: Regular service under Tripura state Electricity Corporation limited. Either party can terminate the contract by giving 30 days' notice or paying 1 (One) month salary.

8. How to apply : Eligible candidates may send their detailed bio data mentioning two references along with a recent passport size photograph and giving particulars of name, contact phone , e-mailID, age , qualifications, experience, proof of academic attainment, addressed to the **Chairman-cum-Managing Director, Tripura State Electricity Corporation Limited, Bidyut Bhavan, North Banamalipur, Agartala, Tripura (West), Pin 799001.** The envelope containing the application shall be super scribed as "**Application for the post of Company Secretary**"

8. General Instruction:

- i) Last date of receipt of application is 31st March-2017.
- ii) Short listed candidates will be called for interview and no T.A. / D. A. will be paid for the same.
- iii) Selection will be based on interview only
- iv) Selection Committee reserves the right to relax any of the terms for selection and appointment.
- v) The envelope containing the application shall be super scribed as "**Application for the post of Company Secretary**"
- vi) The advertisement can also be seen in our official website (www.tsecl.in).

Application receiving center :

Corporate Office
Bidyut Bhavan, North Banamalipur
Agartala, Tripura, 799001

Sdt

Chairman-cum-Managing Director
Tripura State Electricity Corporation Ltd.
Agartala, Tripura (W)