



GUJARAT STATE ELECTRICITY CORPORATION LIMITED

Vidyut Bhavan, Race Course, Vadodara, India – 390007

CIN: U40100GJ1993SGC019988

RECRUITMENT OF COMPANY SECRETARY

Gujarat State Electricity Corpn. Ltd. is a Power Generation Company of erstwhile Gujarat Electricity Board having Offices/Power Plants at different locations in Gujarat State. Gujarat State Electricity Corpn. Ltd. offers a challenging and rewarding career to young and dynamic Professionals.

Applications are invited for **the post of Company Secretary** under Gujarat State Electricity Corpn. Ltd. from the eligible candidates as follows and the date of On-line Exam/Personal Interview will be intimated later on considering numbers of applications:

1	Job Title	:	Company Secretary
2	Vacancy	:	01 (One) Location: - GSECL, Corp. Office, Vadodara
3	Qualification	:	Any Graduate with minimum 55% in last year/two semesters and Membership of ICSI.
4	Desired Qualification	:	L.L.B.
5	Experience (on the date of advertisement)	:	Minimum of 03 (Three) year's post qualification (ACS) experience having worked as a Company Secretary in Public Limited Company with the Annual Turnover of Rs.100 Crores or in State / Central Public Sector Undertaking
6	Job Profile	:	The primary responsibility of the Company Secretary is to ensure that the Board functions effectively. The other responsibilities include:- <ul style="list-style-type: none">➤ 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 interest of the GSECL.➤ Assist the directors in fulfillment of formalities at the time of induction.➤ Assist the Board in its oversight function with respect to legal compliances.➤ Provide a central source of guidance and advice

			<p>to the Board on matters of business ethics and good governance.</p> <p>➤ The secretarial work relating to the Board meetings would be as follows:</p> <ul style="list-style-type: none"> • 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. • Present 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. <p>➤ Look after the CSR activities of the Company.</p>
7	Pay Scale	:	₹ 55600-110100
8	Age limit	:	40 years on the date of Advertisement.
9	Roster Reservation	:	01 Unreserved

Fees (Non Refundable):

Category	Amount
Unreserved Candidates	Rs. 500 /-

- The applicant has to pay application fees online through Credit Card / Debit Card / Net Banking.
- The Bank charges shall be borne by the candidate.
- The candidates shall have to generate application number by registering On-line by filling up the On-line Application Form and follow step by step instructions.
- Application fee once paid will not be refunded on any account.
- No other mode of payment i.e., Demand Draft, Money Order, Postal Order, Cheque etc. is acceptable.

INFORMATION ABOUT ON-LINE APPLICATION	
On-line application form will be available on company's web site.	Candidates may log on: www.gsecl.in
Online submission of application commences	25th August 2021
Last date for on-line submission of application	14th September, 2021
Important Dates	The last date of on line application is 14th September, 2021 06.00 p.m.
General	Knowledge of Gujarati is essential.

Terms & Conditions

A.	On-line Application
1.	Candidates are required to apply <u>On-line Application</u> only through www.gsecl.in
2.	The candidates shall have to generate application number by registering On-line by filling up the On-line Application Form and follow step by step instructions.
3.	The link for On-line Application will open from 25.08.2021. Interested candidates meeting with above criteria may apply “On-line” on or before 14.09.2021 before 06.00 P.M.
4.	Candidates are requested to apply only if they are fulfilling requisite criteria. Since, we are not seeking all the documents at the time of application; candidate has to doubly ensure that he fulfills all the requisite criteria. All the documents of selected Candidates shall be verified at appropriate stage and if found not fulfilling any criteria, his candidature shall be cancelled immediately and his shortlisting in selection list shall not be a ground for claiming employment/ recruitment.
5.	Candidates who have completed all the task of On-line Application process shall only be considered for further selection process.
B.	On-line Test
1.	The question paper for the On-line Test shall be consisting of 100 questions and the paper shall be of 100 marks. There shall be negative marking system and 1/4th mark for each wrong answer shall be deducted to arrive at total marks scored. The question paper would be related to Company Law and its amendments.
2.	The Management reserves the right to short-list, select and reject any candidates for On-line Test as the case may be for selection.
C.	Personal Interview
1.	From the result of On-line Test, top 05 (Five) candidates in ratio of 1:5 will be called for Personal Interview.
2.	While preparing list for Personal Interview, if two or more candidates found with equal marks in On-line Test, they will be kept in merit according to their date of birth i.e. elder will be kept in priority to younger and if the date of birth is also found same, then they will be kept in priority according to alphabet seniority of name.
3.	The candidates shortlisted for Personal interview shall be required to submit photocopies of all the relevant certificates and subsequently, the original certificates for verification as and when required and if not submitted within prescribed time limit; their candidature will be considered invalid.
D.	Result of On-line Test and Personal Interview
1.	As per GSO-3 the minimum eligibility cut off marks for selection will be 50% and above marks for unreserved candidates in On-line Test & Personal Interview. However, the selection will be made purely on the basis of merit considering available vacancies and reservation rules.
2.	5% marks (of secured marks in On-line Test) over and above actual marks secured shall be added in case of Widow Female Candidates. The widow

	female candidate, if remarried shall not be given advantage of grace of 5 % marks. Further, the widow candidates shall categorically state so and inform if they are remarried with necessary documentary proofs.
3.	The provisional merit list prepared on the basis of marks obtained in On-line Test and Personal Interview and it shall be valid for a period of one year from the date of publication.
4.	The selection for the above post will be on the basis of marks obtained in On-line Test & Personal Interview and subject to reservation rules, documents verification and pre-employment medical examination.
E.	Other Conditions
1.	The Management reserves the right to cancel the Selection List at any time at its sole discretion, without assigning any reasons thereof.
2.	The candidates working in Government / Semi Government or PSU Organization shall have to produce “ NO OBJECTION CERTIFICATE ” from the concerned organization at the time of documents verification, failing which, their candidature will be rejected.
3.	If the selected candidate working in any company or organization, he/she shall have to produce experience certificate and relieving letter from the previous employer at the time of resuming his/her duty, failing which, his/her appointment order shall stand cancelled.
4.	In case the name or caste differ due to marriage or any other reasons in educational certificates; then candidate shall have to attach the copy of Gazette for change of name or caste, failing which, the candidature for the further process will be rejected.
5.	In case of selection, the candidates have to fulfill the requisite physical fitness standards as per company’s rules.
6.	No travelling fare will be paid to any candidates for attending the On-line Test/Personal Interview
7.	Filling up of the post is at the discretion of Management based on suitability of candidates. The decision of management in all matters relating to eligibility, acceptance or rejection of the application made shall be final and management will not entertain any query or correspondence in this regard.
8.	Important: The candidates are requested to visit on www.gsecl.in for regular updates / notices related to the recruitment process. The GSECL does not owe any responsibility in this regard, if candidate fails to note latest updates, no claims shall be entertained. Further the candidate should fill the correct form in every respect and nothing should be concealed or withheld by them. If any information furnished is found false at any time, his/her candidature / appointment will be cancelled without any notice and legal action will be taken accordingly.
9.	Any amendment by GSECL in regard to pay scale, service rules and other terms and conditions in future shall be part of above recruitment process and shall be binding on the candidate.
10.	Canvassing in any form shall debar the candidate from selection.
11.	If and when required candidates shall be communicated only on their registered e-mail.

F.	<u>Stages of Recruitment Process</u>
	<ul style="list-style-type: none"> • On-line Application • On-line Test (in English language only) • After completion of the Test, the candidates can view provisional Question/Answer Key and if any objection, the same can be raised within 3 days on publishing the same. • If any objections are received, same will be put up before subject experts for review. • Upon completion of above, the result and provisional merit list along with final answer key will be published on our website www.gsecl.in • The shortlisted candidates in the ratio of 1:5 shall be called for Personal Interview and document verification. Intimation in this regard shall be given on his/her registered e-mail only • The final selection shall be based on 85% weightage to On-line test and 15 % to Personal Interview. • The candidate will be called for pre-employment medical examination considering the vacancies and roster position. Intimation in this regard shall be given on his/her registered e-mail only. • Final selection list will be prepared and appointment order shall be issued to eligible candidate accordingly. • The validity of selection list will be one year from the date of publishing the provisional merit list.
G.	Help Desk
	<p>For any query you may contact on our Help Desk No. 022 – 62507720 which will be available between 10.00 am to 6.00 pm on working days. You may also send an e-mail for your query on selection.gsecl@gebmail.com</p>

Documents to be submitted as and when asked by the Company:
(After On-line Test)

1. On-line application form alongwith two recent passport size photographs should be affixed on the space provided on the application form.
2. Attested copy of
 - i. School Leaving Certificate
 - ii. All Mark-sheets of ACS
 - iii. All Mark-sheets of Graduation
 - iv. All Mark-sheets of LLB (If applicable)
 - v. Membership Certificate of ICSI
 - vi. Degree Certificate of Graduation
 - vii. Degree Certificate of LLB (If applicable)
 - viii. Copy of experience certificate
 - ix. Copy of 03 audited balance sheet and profit and loss account for verification of company's turn over 100 crores. (Applicable to candidates working in Public Limited Company.)
 - x. Caste Certificate (SC/ST/SEBC/EWS) (If applicable)
3. Affidavit for genuineness of documents as per attached pro-forma(Annexure-I)
4. In case of Dependent of Retired Employee of GUVNL and Subsidiary Companies, Relieving Order or Certificate issued to the employee should be attached.
5. In case of Dependent of Retired Employee of GUVNL and Subsidiary Companies Affidavit as per attached pro-forma (Annexure-II)
6. In case of widow applicants, death certificate of the husband and an undertaking to the effect that the applicant has not re-married.
7. NOC from present employer (If applicable)
8. Domicile certificate in case of candidate belongs to Gujarat State.
9. Any other Certificate/document applicable.

Note: Whenever documents are called from the candidates, submission has to be made by the candidates within stipulated time, failing which, his/her candidature shall be cancelled for the said post. It may further be noted that all above stated documents are to be self-attested by the candidate.

General Manager (HR)

ANNEXURE-I
DECLARATION FOR SUBMISSION
OF GENUINE / TRUE
CERTIFICATES / DOCUMENTS
(Stamp Paper of Rs. 100/-)

I, Shri _____, residing at
_____ (write name of City / Town)

hereby declare as under:

- (1) That I had applied for the post of Company Secretary arisen at GSECL, Corp. Office and have read the conditions thereof.
- (2) I hereby declare that whatsoever documents submitted by me for consideration to the post of Company Secretary are true and are not false and fabricated.
- (3) I have been made to understand by GSECL that if at any subsequent stage it reveals to them that any of the documents submitted by me are false or fabricated I could be removed from the services in view of clause-16 of GSO.7 dated: 04.10.1960.
- (4) I further declare that I have not suppressed any material information or documents of any character which is necessary for obtaining this employment. If at any subsequent stage it reveals that I have suppressed such material information or document which would have debarred me from obtaining employment, I understand that I could be removed from services in view of clause-16 of GSO.7 dtd. 04.10.1960.
- (5) I further declare that if any document submitted by me for the post of Company Secretary is found false or fabricated or material information or document found to be suppressed by me, I shall not question the decision of the authority for removal of my services in any Court of Law or before any authority.

Signature

Date:
Place:

ANNEXURE-II

DECLARATION REGARDING NOT TAKEN BENEFIT OF GSO-295 & GENUINE / TRUE DOCUMENTS / CERTIFICATE IN STAMP PAPER OF Rs.100/- & GET IT NOTARIZED

I, Shri _____ residing at _____ (write name of City / Town) give declaration as under in view of Advertisement dtd. _____ for the post of Company Secretary at GSECL, Corp. Office.

- (1) I am son/daughter of Shri/Smt. _____ Design. _____ working in _____ and who retired on _____.
- (2) That I have read the provisions of GSO-295 pertaining to benefit to dependent of retired employee and I declare that none of the dependent of my father/mother has ever been given the benefit of the scheme in Board/Subsidiary entity.
- (3) I hereby declare that after retirement of my father/mother, none of dependent i.e. my brother/sister are/were employed in Board/Subsidiary entity under GSO-295. The copy of retirement order is attached & it is true.
- (4) I further declare that if at any stage hereafter it is found that any member of family of my father/mother is/were already employed in the Board/Subsidiary entity under GSO-295 /got benefit of GSO-295 in view of in house advertisement of Board/subsidiary entity, I shall not question the decision of Company including that of termination of my services in any Court of law or before any authority.
- (5) I hereby declare that whatsoever documents submitted by me for consideration to the post of Company Secretary are true and are not false and fabricated and I have been made to understand by GSECL that if at any subsequent stage it reveals to them that any of the documents submitted by me are false or fabricated, I could be removed from the services in view of clause-16 of GSO.7 dated: 04.10.1960.
- (6) I further declare that I have not suppressed any material information or documents of any character which is necessary for obtaining this employment. If at any subsequent stage it reveals that I have suppressed such material information or document which would have debarred me from obtaining employment, I understand that I could be removed from services in view of clause-16 of GSO.7 dtd. 04.10.1960.
- (7) I further declare that if any document submitted by me for the post of Company Secretary is found false or fabricated or material information or document found to be suppressed by me, I shall not question the decision of the authority for removal of my services in any Court of Law or before any authority.

Signature

Date:
Place: