



TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED
VIDYUT SOUDHA : : VIJAYAWADA

Notification No.CGM(HR)/DS(P)/AS(HR)/PO(R&D)/E-1389373/3622/16, dt:20.07.2021

Applications are invited from qualified and eligible candidates for filling up of the post of Company Secretary on contract basis for a period of two(2) years. The candidate is required to work under the control of Chairman & Managing Director/APTRANSCO at the Registered Office at Vidyut Soudha, Vijayawada.

1.	Name of the PSU (Public Sector Undertaking)	:	Transmission Corporation of Andhra Pradesh Limited, Vidyut Soudha, Vijayawada.
2.	Company Profile	:	APTransco was incorporated under the Indian Companies Act, 1956 as wholly owned State Government Company. The Company is presently engaged in Transmission of power and related to Grid operations, Transmission Management, Projects, Technical Subjects etc.
3.	Name of the post	:	Company Secretary (on contract basis)
4.	Qualification	:	a) Qualified Company Secretary b) Should be member of the institute of company secretaries of India.
5.	Eligibility criteria	:	A minimum experience of 5 years in Secretarial, Legal, Taxation and other accounting matters of a reputed commercial organization.
6.	Preference	:	Will be given to the candidates having experience in Public Sector under takings.
7.	Period (Tenure)	:	Two years. (Tenure will not be extended beyond 2 years.)
8.	Emoluments	:	Rs.40,000/- per month
9.	Description and Responsibilities of the post	:	<ul style="list-style-type: none">• To report to the Board about the compliance with provisions of Companies Act, the rules made there under and other laws applicable to the Company.• Drafting of all types of Agreements.• Responsible for Secretarial, legal and compliance related matters of the company.• To ensure that the affairs of the Company are conducted in the manner specified in the Memorandum and Articles of Association of the Company• Organizing, preparing agendas and taking minutes of board meetings and

			<p>general meetings and attending the same</p> <ul style="list-style-type: none"> • To maintain the Minutes of the above meetings. • To guide the Directors about their Responsibilities and duties. • Dealing with correspondence, collating information and writing reports, ensuring decisions made are communicated to the relevant company stakeholders. • Compliance with FEMA & SEBI • Maintenance and updation of statutory registers, records etc. as per the applicable laws and filing of returns etc. with MCA, RBI, DPE including the security of: <ul style="list-style-type: none"> ➤ Company Seal ➤ Certificate of Incorporation ➤ Certificate(s) on change of name ➤ Memorandum and Articles of Association ➤ Directors' service contracts ➤ Share certificates and stock transfer forms ➤ Other documents of title • Liaise with various Government Departments to ensure statutory compliance/approvals. • Perform jobs in all Corporate Law matters. • Furnishing the annual returns and forms according to the Companies Law • To do all such duties as assigned by the Board • Any other matters related to Companies Act not mentioned here.
10.	Submission of application	:	<p>i) Applications to be submitted in the prescribed format along with enclosures as Annexure in duplicate for Company Secretary. The applications should reach within 10 working days from the date of issue of notification addressed to Chief General Manager (HR), APTransco, Vidyut Soudha, Vijayawada - 520004.</p> <p>ii) APTRANSCO under any circumstances will not entertain the information if any furnished by the candidate subsequently. Applicants should be careful in filling up the application form at the time of submission. If any</p>

			lapse is detected during the scrutiny, the candidate will be rejected even though he/she comes through the final state of recruitment process or even at later stage.
11.	Place of work	:	AP Transco/Vidyut Soudha/Vijayawada.
12.	Last date for submission of application	:	10 working days from the date of publication of notification
13.	Address for Submission	:	Chief General Manager (HR), APTransco, Vidyut Soudha, Vijayawada – 520 004.
14.	<p>Instructions:</p> <ul style="list-style-type: none"> ➤ The engagement on contract basis shall be for a period of two years only from the date of joining duty at the place of posting & contract will not be extended beyond two years. ➤ The engagement is purely on contract basis and shall be terminated with one month notice on either side in mid-course. ➤ He will be paid remuneration of Rs.40,000/- (Rupees Forty thousand only) per month. He is not eligible for any allowances. ➤ The candidate shall execute an agreement in the prescribed form on non – judicial stamp paper worth Rs.100/-(Rupees one Hundred Only) immediately on their appointment. ➤ He should submit the original certificates relating to qualification, Age, Physical fitness certificate, and Contract Agreement for verification to the AP Transco, Vidyut Soudha, Vijayawada. ➤ The candidate appointed under this shall not be regarded as member of service in AP Transco and shall not be entitled by reason only of such appointment to any preferential right to any other appointment in that post or in any other service in future. ➤ The appointment now ordered is subject to verification by vigilance wing on the correctness of educational qualification, Date of Birth certificate etc. and other information submitted by the individual. If any information found false, his appointment will be cancelled. ➤ The contract shall be terminated on one month notice on either side. ➤ The individual once selected, should not be engaged in any other organization. 		
15.	<p><u>Check List:</u></p> <ul style="list-style-type: none"> i) Application form in prescribed proforma in duplicate (Annexure to the notification). ii) Attested copies in support of Age, Qualification, Nationality, Caste, conduct. 		

	<ul style="list-style-type: none">iii) Experience & performance certificate (certificate to be enclosed).iv) Enclose certificates of merit/achievements.v) In service applicants should submit the application through proper channel along with “No objection Letter” from the Controlling Officer/ Head of Department.
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Interested candidates shall submit their applications along with the resume on or before 05.08.2021/5pm.

Chief General Manager (HR) FAC