

बिहार स्टेट टूरिज्म डेवलपमेंट कॉर्पोरेशन लि०

Bihar State Tourism Development Corporation Ltd.

वीरचन्द पटेल पथ / Beerchand Patel Path, पटना / Patna- 800 001

दूरभाष / Phone : - +91-612-2222622 फ़ैक्स नं० / Fax No: - 0612-2506218

CIN: U63040BR1980SGC001486, Web: www.bstdc.gov.in E-mail: contactbstdc@gmail.com



सं०/No:- 05/23/स्था०/15-16/453/18

Date- 12/04/2018

APPLICATION FOR THE POST OF COMPANY SECRETARY

Bihar State Tourism Development Corporation Ltd. has been established as a Govt. of Bihar Undertaking' to boost the pace of Tourism development, especially in the state of Bihar. Its registered Head Office is located at Patna.

Bihar State Tourism Development Corporation Ltd. invites application for the post of Company Secretary on Contract basis with following criteria :-

Sl. No	Post Name	Vacancy (Maximum)	Category	Minimum Qualification	Emolument (Monthly)	Experience	Age Limit on 01/04/2017	Location
1	2	3	4	5	6	7	8	9
	Company Secretary	01 (Contract)	Gen-01	1. Member of institute of Company Secretary India. 2. Equivalent qualification person with law degree. 3. Experience to fill taxation & tittles will be given preference.	Negotiable	At least 5 years of experience related to Company Affairs.	45	Patna (HQ)

General Condition:

1. The recruitment will be on contract for a period of one year at a time which may be renewed every year based on satisfactory performance & conduct at the discretion of the Corporation.
2. Reservation policy will be followed as per Government of Bihar rules.
3. If educational qualification, experience certificate, age-proof certificate, residential certificate, cast certificate etc. are found false/invalid or fake then not only their contract will be terminated but criminal case will also be made against them. The consolidated pay and all allowances made during such period to them shall have to be reimbursed.
4. The Candidates recruited on contract basis will not be treated as Govt. employee. After the recruitment, they will not be entitled for the regularization of govt. service.
5. No person shall be eligible for apply/appointment, who has previously been dismissed, removed or compulsorily retired from the service of the Corporation or from a department of the Central Government or any State Government or from any Public sector undertaking.

6. No person shall be eligible for apply/appointment, who has been convicted in a court of law for any offence involving moral turpitude. A person against whom criminal cases are going in a court of law shall also not be eligible for appointment.
7. Only shortlisted candidates will be called for written test/ interview. Selection for post of Company Secretary will be based on written test/ interview.
8. Any changes/updating/modification regarding this recruitment notice will be flash/publish only through official website of Corporation www.bstdc.bih.nic.in
9. Application in the prescribed format and complete in all respect must be sent to Managing Director, Bihar State Tourism Development Corporation Ltd. Patna Beerchand Patel Path, Patna- 800001, containing duly signed, Bio-Data, bank draft, self attested photocopies of all certificate and testimonials in sealed envelope only through speed/registered post/ by hand so as to reach the above address on or before **25-04-2018 at.05:00- pm**
10. The name of the post applied for must be mentioned on the top of the envelope.
11. Applications received in other than the prescribed format/ mode or Incomplete in any respect will summarily be rejected. Any disputes will be subject to the Patna Jurisdiction only.
12. No TA/DA will be given for attending the written examination /interview for any position.
13. The corporation reserves the right to cancel any or all the positions mentioned above without assigning any reason and no claims will be admissible against it.
14. The TOR qualifications of above positions and application forms are available on the website www.bstdc.bih.nic.in

Sd/-
General Manager
Bihar State Tourism
Development
Corporation Ltd. Patna

APPLICATION FORM FOR EMPLOYMENT IN BSTDC ON CONTRACTUAL BASIS

Affix your recent
 passport size
 photograph here

- POST APPLIED FOR: -----
1. NAME (IN CAPITALS): -----
2. FATHER'S/ HUSBAND'S NAME: -----
3. GENDER: -----
4. DATE OF BIRTH: -----/-----/-----
5. AGE (AS ON 01-04-2018) -----/-----
6. Indicates the category you belong to:
 GEN/SC/ST/BC/EBC/BC Female/EBC Female -----
7. DOMICILE STATE: -----
8. ADDRESS & CONTACT DETAILS

MAILING ADDRESS	PERMANENT ADDRESS	FULL ADDRESS OF PRESENT EMPLOYER IF EMPLOYED
PIN CODE NO:	PIN CODE NO:	PIN CODE NO:

Telephone No. with STD Code: -----

Mobile Number: -----

E-mail Id: -----

9. ACADEMIC AND PROFESSIONAL QUALIFICATIONS:

Examination/ course	Whether Full time/ part time	Duration of the Course	Name of the Institution	Name of the University	Month & Year of Passing	Division with obtained % of marks

10. Particulars of experience if any : Total Experience ----- years

Sl. No.	Name & Address of the Employer	post held	period		Total		Job Profile	Last pay Drawn
			From	To	Years	Month		

11. Certified that the information furnished above are true to the best of my knowledge. If any information provided above is found to be false in any stage of selection process, my candidature can be rejected.

Place:

Date:

SIGNATURE OF THE CANDIDATE

Necessary Eligibility conditions & Terms of Reference for different posts in BSTDCL, Patna

1. Position : Company Secretary
2. Location: Patna (HQ)
3. Number of Post: 1
4. Category: Gen- 1
5. Salary Negotiable

REQUIRED SKILL AND EXPERIENCE

She/he should Member of the Institute of Company Secretaries of India & at least 5 years of experience related to company affairs.