

**ANDHRA PRADESH CENTRAL POWER DISTRIBUTION  
CORPORATION LIMITED**

**Corporate office, Beside Government Polytechnic,  
ITI Road, Vijayawada – 520 008**

**NOTIFICATION FOR THE POST OF COMPANY SECRETARY**

1. Name of the PSU (Public Sector Utility) : ANDHRA PRADESH CENTRAL POWER DISTRIBUTION CORPORATION LIMITED, VIJAYAWADA.
2. Name of the Posts : Company Secretary (on contract basis)
3. Age of the applicant : The applicant shall be below 60 years of age as on the date of notification.
4. Qualification : Member of the Institute of Company Secretaries of India (ICS)
5. Eligibility Criteria : The person shall have at least a minimum 8 years of experience in Secretarial, Legal Taxation and other accounting matters of reputed commercial organization.
6. Tenure of appointee : Company Secretary shall be selected initially for a term of Two (2) years. The tenure of appointee may be extended for a period of one (1) year at a time. All decisions related to extension of tenure shall be made after the approval of the competent authority with the recommendation of the Selection Committee based on the yearly assessment report of the Management.
7. Remuneration : The remuneration may be sought as a quote from applicants along with their last pay drawn certificate and finalized by a 5 members committee headed by CMD and consisting of two external experts in the field.
8. Company Profile : APCPDCL was incorporated under the Indian Companies Act, 2013 and is a wholly owned State Government Corporation. The Corporation is presently engaged in Distribution of Electricity (Power).
9. Job Description and responsibilities : As decided and entrusted by the Board / Chairman & Managing Director/APCPDCL with reference to all Corporate matters.

10. Submission of Applications :

i) In the prescribed format along with enclosures (as annexed) well in advance on or before **03.03.2020** from the date of notification.

**Addressed to :**

**The Chairman & Managing Director,  
APCPDCL, Corporate Office,  
Beside Government Polytechnic,  
ITI Road, Vijayawada – 520 008, A.P**

ii) APCPDCL 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 lapse is detected during the scrutiny, the candidature will be rejected even though he / she comes through the final stage of recruitment process or even at later stage.

The candidate should not furnish any false/tampered/ fabricated information or suppress any material information while filling of the application form.

iii) Person selected if already in Govt. Service /Banking Service will have to be relieved before appointment.

iv) The applicant if in Govt. /Banking/ PSU Service should forward the application through proper channel. The forwarding authorities should also certify that the entries in the application have been verified from the records and found correct and that no disciplinary / vigilance proceedings are pending or contemplated against the Officer as well as no major / minor penalties imposed on the Officer during the last ten years.

v) Candidate is in Service, the forwarding authorities should forward the application with the following documents.

a) up-to-date and complete Confidential Report (CR) dossiers in original / attested xerox copies of last five (5) years Annual Confidential Reports (ACR) of the candidate.

b) Integrity Certificate.

c) Vigilance Clearance including certification that no disciplinary proceedings or criminal proceedings are either pending or contemplated against the officer concerned.

d) List of major / minor penalties, if any, imposed on the candidates during the last Ten years / No penalty certificate.

The application of candidates received without the CR dossiers / ACRs, or which contain incomplete information, or received after the due date will not be entertained.

APCPDCL reserves the right to modify / cancel the notification and / or recruitment process without assigning any reason.

11. Check list :

- i) Application Form in prescribed proforma as Annexured to the Notification in Duplicate.
- ii) Attested copies in support of Age, Qualification, Nationality, Caste.
- iii) Annual Reports for the last 5 years where worked.
- iv) Evidence of work experience.
- v) Candidate has to submit willingness for the post of Company Secretary if selected
- vi) In service applicants should submit the application through proper channel along with "No Objection Letter" from the Controlling Officer / Head of Department

**CHAIRMAN & MANAGING DIRECTOR  
APCPDCL :: VIJAYAWADA**

## ANNEXURE

### APPLICATION FOR THE POST OF COMPANY SECRETARY

Affix Photograph  
duly attested by  
the controlling  
officer / HOD /any  
Gazetted Officer

1. Name of the post applied for \_\_\_\_\_
2. (a) Name \_\_\_\_\_
- b) Father's Name : \_\_\_\_\_
- c) Date of Birth \_\_\_\_\_ Age as on date of notification ( \_\_\_\_\_ ) \_\_\_\_\_
- d) Candidate belongs to (OC/SC/ST/BC) \_\_\_\_\_
- e) Date of entry into Service: \_\_\_\_\_ .
- f) Native District: \_\_\_\_\_ .

3. Address with Telephone Nos. :-

- (a) Permanent Address : \_\_\_\_\_
- (b) Present Address : \_\_\_\_\_
- (c) Designation of the Applicant (in full) (Present / Last) \_\_\_\_\_
- (d) Office Address, if in service : \_\_\_\_\_

4. Telephone No: Office \_\_\_\_\_ Residence \_\_\_\_\_ FAX No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

E-Mail address \_\_\_\_\_

5. Eligibility criteria:

	As per job description	Possessed by the Officer	Period	
			From	To
Educational / Professional Qualifications (along with the name of Institutions)				
Pay Scale				
Length of service in eligible pay scale				

6. Positions held / Experience with reference to evaluation criteria during the last 10 years (as indicated in the notification) :-

Sl. No.	Designation and place of posting	Organization	From	To	Nature of work / duties attended
1.					
2.					
3.					
4.					
5.					
6.					

7. Any other special Qualification / experience :

8. Assignments held / work experience relevant to the requirements of the post

9. Vigilance status:

(a) Whether any punishment awarded to the applicant during the last 10 years Yes/ NO

If yes, the details thereof:

(b) Whether any action or inquiry is going on against him as far as his knowledge goes

If yes, the details thereof:

Yes / NO

10. ACRs of last five years.

11. Enclosures : Certified copies of all relevant Documents / Records.

### **Declaration**

I ..... son/daughter of..... hereby certify that I have not been disqualified to under relevant sections of the Indian Companies Act, 2013 to attend the above job.

I also certify that I am not facing any charge of, nor have ever been convicted for, any act of moral turpitude or economic offence.

I certify that the details furnished by me in Cols. 1 to 10 are true and I am eligible for the post.

I further submit my willingness that I will join the post, if selected. In case, if I give my unwillingness after the interview is held, but before the appointment is processed or after issue of offer of appointment, I may be debarred for a period of two years for being considered for a Company Secretary post in any PSE under the administrative control of the Energy Department, Govt. of A.P. other than the one to which I belong to.

(Name and Signature of the applicant)

Date:

**(To be filled by the PSU/Ministry /Department concerned)**

It is certified that the particulars furnished above have been scrutinized and found to be correct as per official records.

(Signature & Designation of the  
Competent Forwarding Authority  
with Telephone no. & office Seal.)