

MADHYA PRADESH TOURISM BOARD

Regd Office: 6th floor, lily trade wing, Jahangirabad, Bhopal(MP)-462008

CIN: U75302MP2017NPL043078



Advt No.3628/F-53/MPTB/CS-FIN/2020-21

Date: 18/09/2020

REQUIRED COMPANY SECRETARY

Madhya Pradesh Tourism Board (MPTB) is a State Govt. organization, wholly owned & controlled by the Department of Tourism, Government of Madhya Pradesh, invites application from eligible candidates for the position of **Company Secretary**. For detailed advertisement visit MPTB's official website www.tourism.mp.gov.in.

Application must be received by 03.10.2020, 4:00 PM (last date of submission) through an e-mail or by hand at MPTB's office.

Managing Director

MADHYA PRADESH TOURISM BOARD

6TH Floor, Lily trade wing, Jahangirabad, Bhopal (MP)-462008

CIN: U75302MP2017NPL043078

Website: www.tourism.mp.gov.in

Recruitment of Company Secretary on contract basis

Advt. No.3628/F-53/MPTB/CS-FIN/2020-21

Madhya Pradesh Tourism Board (MPTB) is a registered Company under sub-section (2) of section 8 of the Companies Act, 2013 and rule 18 the Companies (Incorporation). It is a State Govt. organization, wholly owned & controlled by the Department of Tourism, Government of Madhya Pradesh.

MPTB is engaged in implementation of Tourism Policy of Government of Madhya Pradesh, training, publicity of Madhya Pradesh tourism destinations, implementation of various projects, etc. These activities projects are funded by Govt. of Madhya Pradesh and Govt. of India. MPTB is funded by State Govt. by way of grants every year for its activities on submission of yearly budget to State Govt. through Department of Tourism.

The Board invites application for the recruitment to the posts of **Company Secretary on Contract basis at a fixed all-inclusive remuneration**. The appointment will be initially for 1 year. The eligibility criteria and other details are below:

Qualification & Experience: The candidate must be an Associate member of the Institute of Company secretaries with minimum 3 years' experience in government organisation.

Maximum Age limit: The maximum age limit for the post of company secretary is maximum 40 years as on 30th September, 2020.

Number of post: 1 (Company secretary)

Job Requirement: Drafting of Agenda, proceedings of Board/Committee/AGM and other meetings, all ROC filings with MCA and other General legal matters knowledge. Along-with good communication skills, keenness in learning, readiness to meet work exigencies without hesitation and up to date on new developments.**(Necessary language required Hindi for reading and writing)**

Remuneration: In between Rs. 25,000- 35,000/- subject to negotiation (on the basis of last drawn).

Medical Standards: Candidates should be in sound health and he/she is required to produce medical fitness certificate issued by any district medical board of Madhya Pradesh before joining in the Madhya Pradesh Tourism Board. No relaxation in health standards will be allowed.

Selection Process:

Application received will be scrutinised by the committee. The selective candidates will have to face interview conducted by committee. The interview date will be communicated to those candidates who are found eligible after scrutiny as per desired qualification set as above by the MPTB. Selection on the post of company secretary should be based on the recommendation of the committee. However, the MPTB reserves the right to re-conduct the interview process. Any objection of any candidate with regard to selection process will not be entertained.

Further, Managing Director of Madhya Pradesh Tourism Board also reserves the right to reconsider, cancel the appointment at any time even after the selection and re-conduct the selection process.

Essentials:

The selected candidates are required to bring the following documents (original and one set of self-attested copies) at the time of verification of documents.

1. Application as attached format.
2. Self-attested copies of Certificate of associate membership (ACS) of the Institute of Company Secretaries of India.
3. Matriculation Certificate (for age proof).
4. NOC from the present employer, if applicable.
5. Photocopy of Aadhar card and PAN card.
6. Copy of Address proof of candidate.
7. Medical fitness certificate issued by any district medical board of MP. (Should be issued after publication of current vacancy).
8. Experience certificate of previous employment.
9. Last drawn salary of 3 month's proof.

Terms and Condition:

1. The appointment will be initially for a period of one year, extendable further as per the requirements of the company, if the services of the candidates are found to be satisfactory.
2. TA/DA would also be admissible if deputed on outstation duty as per rules.
3. No other perks or benefits would be admissible except the above.
4. Working hours will be the same as for Office.
5. The person so appointed will have no claim for their absorption in establishment of the Board.
6. No travel fair will be given /reimburse to any candidate of any category if called for interview.

How to apply:

1. Application will be received manually/post at the Head office of MPTB on the address mentioned as above. Copy can also be sent on email id Jdadmin.mptb@mp.gov.in along -with required documents before the last date of submission. In such case the original application should be submitted to office at the time of interview (if called for).
2. Application must be received by 03.10.2020, 4.00 PM (last date of submission) through an e-mail or by hand at MPTB's office. After 4:00 PM on 03.10.2020 application will not be entertained.
3. All information submitted in the application will be verified with the original documents at the time of interview. If any information provided by the candidate is found to be false or incorrect or not in conformity with the eligibility criteria then his/her candidature is liable to be rejected/cancelled at any stage of the recruitment process.
4. Incomplete or vague applications or applications without documents as mentioned above will be rejected summarily. Applications not in the prescribed format or without a photograph will also not be entertained. Also candidates not accompanied with original documents will not be allowed to appear for the Interview.
5. The envelope for application should be super scribed –“Application for the post of Company Secretary on contract basis vide **Advt.No.3628/F-53/MPTB/CS-FIN/2020-21**”

Jurisdiction:

Any dispute arising out of selection process as well as service matter shall be dealt with in the jurisdiction of court situated at Bhopal.

MADHYA PRADESH TOURISM BOARD

Application Format for the post of Company secretary on contract basis vide

Advt. No.3628/F-53/MPTB/CS-FIN/2020-21

Name in full (In Block letters) :

Fathers' Name :

Date of Birth (DD-MM-YYYY) :

Age as on 30.09.2020 :

Category (SC/ST/OBC/General) :

Last/present organisation :

Correspondence Address :
.....
.....

Contact Phone No :

E-mail Address :

ACS Membership No..... Date:

Qualification (Academic & Professional):

Exam passed	Year of passing	Name of Institution / University	Marks Obtained	Max. Countable marks	% of marks	Division
High School						
Higher Secondary School						
Graduation						
Professional (CS)						
Others (specify)						

Work Experience:

Sl no.	Post	Name & full address of Employer	Period			Nature of experience
			From	To	Total Duration (in years & months)	

Affix Passport size Photograph

Current Salary per month:

Verification/Declaration:

I declare that the information furnished above by me is true to the best of my knowledge and belief and that nothing material has been concealed. If the information is found to be false, then my application form can be rejected and Madhya Pradesh Tourism Board shall have all the rights to take action against me.

Place :

Date :

Signature of candidate:

Name of the Candidate: