

BIHAR POLICE BUILDINGS CONSTRUCTIONS CORPORATION**(Govt. of Bihar Undertaking)****Near B.M.P.-5 Campus, Kautilyanagar, Patna-14****Phone No.-2223727, Fax-2224529****Short Notice for Appointment of Company Secretary**

The BIHAR POLICE BUILDINGS CONSTRUCTIONS CORPORATION (A Government of Bihar Undertaking) invites applications for the post of **Company Secretary** from experienced, talented professionals, purely on contractual for a period of One (1) year, which may be extended further after assessment of performance.

Pre-requisites & other conditions

- **Name of Post** : Company Secretary
- **No. of Posts** : One
- **Location** : Head Office of BPBCC at Patna.
- **Qualification: Essential** : 1) Graduate degree in Commerce from Recognized University .
2) Associate/Fellow Membership of the Institute of Company Secretaries of India.
Preferable: Additional LLB degree from a Recognized University will be an added advantage.
- **Experience**: Applicant must possess a Minimum 5 years post qualification experience as Company Secretary with Government, Semi-Government or Reputed Private Company.
- **Remuneration:-** As per Govt. order, Memo No. 93 dt. 03.07.2019. (can be downloaded from www.bpbcc.co.in)
- **Upper Age limit**: 55 years.
- **Roles & responsibilities** : Statutory compliance of all acts applicable to BPBCC, Company Secretary is responsible for company secretarial, legal, corporate governance and administrative functions of the Company. CS is responsible for conducting board and shareholders' meetings, AGM, EGM, CSR statutory compliances, filing forms with various statutory authorities, court cases, due diligence/ drafting of all contract documents, preparation and submission of periodical MIS etc Collectively CS has to comply with Secretarial Functions, Legal obligations, To maintain statutory books, Management related services such as-General/Strategic Management, Corporate Communications and Public Relations, Human Resources Management, Information Technology and other related duties.
- **Procedure to apply** :
Eligible candidates have to send dully filled Application in attached format (can be downloaded along with details of selection process from www.bpbcc.co.in) with copies of testimonials in support of age, qualifications, experience etc. to The Chairman cum Managing Director, Bihar Police Buildings Constructions Corporation , Kautilya Nagar, Patna- 14, Bihar, by post or e-mail-biharpolice_nigam@yahoo.co.in, so as to reach on or before **22.01.2021**. Applications received after due date (for whatsoever reason) shall not be entertained. Shortlisted candidates shall be called for interview on **29.01.2021**. Information for interview shall be given on email/mobile number, provided by the candidate. Selection shall be made on the basis of merit and interview.
NO T.A./D.A. shall be paid to attend interview.

Sd/-**Secretary**

ज्ञापांक.....140 48 (क)
प्रतिलिपि- श्री जितेन्द्र गिरी, वरीय निजी सहायक को आवेदन प्रपत्र, चयन प्रक्रिया एवं सरकार का ज्ञापांक 93 दिनांक 03.07.2019 सहित, निगम के वेबसाइट पर अपलोड करने हेतु प्रेषित। उन्हें निदेश दिया जाता है कि e-mail से प्राप्त आवेदनों का print निकालकर प्रतिदिन संध्या कार्यालय समाप्ति के पूर्व श्री दीपक कुमार-2, नि0व0लि0 को सौंप देंगे।

सद्वि

BIHAR POLICE BUILDINGS CONSTRUCTIONS CORPORATION PVT. LTD

APPLICATION FORM

Appointment for the Post of Company Secretary On Contract Basis

1. Name in full (In CAPITAL LETTERS)

[illegible]

Please affix your
recognizable recent
Passport Size Color
photograph here

2. Father's Name in full (In CAPITAL LETTERS)

[illegible]

3. Gender:-

4. Marital Status:-.....

5. Date of Birth:-

DD	MM	YY

6. Age as on 31.12.2020:-

DD	MM	YY

7. Nationality:-.....

8. Languages Known and Spoken:-

LANGUAGES	READ		WRITE		SPEAK	
	YES	NO	YES	NO	YES	NO
Hindi						
English						

9. Address for Correspondence: (IN CAPITAL LETTERS)

[illegible]

10. A. Contact Details:-

[illegible]

B. Mobile No

11. Educational Qualifications & Academic Contribution:- (Attach Self Attested Copies)

Sr. No.	Name of the Exam	Name of the Institute/University	Year of Passing	% of Marks	Division / Grade
1	Graduation				
2	Post Graduation				
3	Membership of the Institute of the Company Secretaries of India.	Member Ship No.			
4	Other Professional Qualifications.				

12. Work Experience as Company Secretary and details of positions held in other Organizations/Companies. (starting with Present Employer):-

Sr. No.	Name of the Organization/Company	Designation / Position Held	Nature of job Responsibilities	Monthly Gross Emolument (Excluding Perquisites)	Employment Period	
					From	To
1.						
2.						
3.						
4.						
5.						

NOTE:- Attach separate sheet of the above format. If required & submit with signature of Applicant.

13. Work Responsibilities in Current Assignment :-

a. Full Office Address of present Organization/Company :-

b. Present Designation :- _____

DECLARATION

- i) I declare that to the best of my knowledge all the above information and particulars are correct. However, if it is found by BPBCC that, any information provided by me is incorrect/false/misleading then:
 - a) I will stand disqualified at any stage during the process of selection by BPBCC
 - b) I shall be liable for termination at any stage thereafter in employment on contractual basis by BPBCC, if appointed.
- ii) I undertake to abide by all the terms, conditions & any methodology of selection to be adopted by the BPBCC.
- iii) I have not been charged/convicted from any Hon'ble Court,3 not dismissed / removed / compulsory retired by way of punishment from the service of any Public Undertaking / Private Sector or from Govt. Department or has not been declared insolvent by any court.
- iv) I have gone through the advertisement and the conditions mentioned therein and fulfill the conditions/requirements specified therein.
- v) I hereby accept and confirm the undertaking.

Place: _____

Signature :- _____

Date: _____

Full Name:- _____

Bihar Police Buildings Constructions Corporation Pvt. Ltd

(Govt. of Bihar Undertaking)

Kautilya Nagar, Patna-14



SELECTION PROCESS for the Post of Company Secretary:-

- The candidates will be shortlisted for selection process taking into consideration the qualification and experience etc.
- The selection process will consist of Personal Interview.
- BPBCC reserves the right to fix the standard and specifications for screening and calling the candidates for interview. Applicants meeting the requirements as specified under Terms and Conditions will be required to appear for Personal Interview in Head Office of BPBCC in Patna. Call Letters for Personal Interview to all eligible applicants will be forwarded through e-mail ID mentioned in the Application Form.
- Applicants will be required to produce the following, at the time of attending the Personal Interview:-
 1. Two Passport Size Colour Photographs.
 2. Proof of Identification, such as Voter ID/Aadhar Card/Passport/ PAN Card.
 3. Original Certificates related to Qualifications along with one set of Self Attested copy.
 4. Testimonials and documents related to experience etc.

Note: The candidates shortlisted for Interview process will be informed to attend Interview process by e- mail/SMS on the address/information provided by them in the application. BPBCC will not be responsible for any loss of email /information sent due to invalid or wrong email id.

Terms and Conditions:

- (a) The candidates applying should ensure that they fulfill all eligibility criteria. Their admission to all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility. Criteria mentioned in this advertisement. Company will take up verification of eligibility conditions with reference to documents submitted by the candidate only after the candidate has qualified for interview.
- (b) No equivalent qualification shall be acceptable for the post.
- (c) Pre-requisites are minimum and mere possession of the same does not entitle the candidate to be called for selection process. Considering the experience, the candidates will be shortlisted for selection process.
- (d) The candidates should have adequate Knowledge of Hindi and English'.
- (e) If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will not be considered.
- (f) If the candidate knowingly or willfully furnishes incorrect or false particulars or suppresses material information, he/she will be disqualified and if appointed, shall be liable for dismissal from the Company's service without any notice or assigning any reasons whatsoever.

- (g) The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained. Applications received after due date will not be entertained.
- (h) The selection in BPBCC is done strictly as per merit in a systematic way. Canvassing in any form will disqualify a candidate.
- (i) The Company reserves the right to cancel the Advertisement fully or partly on any grounds.
- (j) Application Form submitted by Applicants presently working in Central or State Government/Semi Government Undertakings or Companies will not be entertained unless accompanied by 'No Objection Certificate' and 'No Enquiry & Vigilance Clearance Certificate' from the employer and these have to be produced at the time of Personal Interview.
- (k) The application must be submitted in the Proforma given in this advertisement/website in the same order preferably typewritten on A4 paper. All items of the application must be filled in according to instructions given for filling the application form.
- (l) Date of birth as per Secondary School Certificate (SSC) and age as on 31/12/2020 should be mentioned.
- (m) Applications duly filled in with attested copies of certificates in support of age & Qualification should be submitted to The Chairman cum Managing Director, Bihar Police Buildings Constructions Corporation, Kautilya Nagar, Patna- 14, Bihar, by post or e-mail-biharpolice_nigam@yahoo.co.in so as to reach on or before Applications received after due date (for whatsoever reason) shall not be entertained.
- (n) No TA/DA will be admissible for Applicants for attending the selection process including Personal Interview in Head Office of BPBCC.
- (o) BPBCC reserves the right to modify/alter/restrict/enlarge/cancel the selection process, if need arises, any reasons thereof. The decision of the Management will be final and no appeal will be entertained against this issue. The right to accept/reject any or all application (s) received is reserved with BPBCC without assigning any reason thereof.
- (p) Selected applicant will be appointed as Company Secretary in BPBCC purely on Contract Basis initially for a period of One (1) year, which may be extended further based on performance evaluation by BPBCC.
- (q) The appointment does not give any right to a candidate for regular employment in BPBCC.
- (r) Selected Candidate's services can be terminated by BPBCC with one months' notice. If candidate wishes to leave the services of BPBCC, he /she shall have to give one months' notice or remittance of one months' remuneration in lieu thereof.

XXX



DD(P)

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आ. नि. नि.

1101

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दिनांक 02.07.2019 को बिहार सरकार के विभिन्न सरकारी निगमों में संविदा पर कार्यरत कम्पनी सचिवों का मानदेय निर्धारण के संबंध में आहूत बैठक की कार्यवाही :-

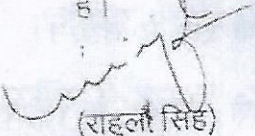
1. उपस्थिति - परिशिष्ट-1 के रूप में संलग्न।
2. बिहार सरकार के विभिन्न सरकारी निगमों में संविदा पर कार्यरत कम्पनी सचिवों का वेतन निर्धारण विभिन्न निगमों में प्रचलित दरों और बाजार दर आदि के आलोक में विधिवत् समीक्षोपरान्त निम्नलिखित दर पर निर्धारित करने का निर्णय लिया जाता है :-


क्रम संख्या	अनुभव/चयन की योग्यता	मानदेय राशि (रु०)	वेतनवृद्धि + महँगाई भत्ता (विगत वर्ष में प्राप्त मानदेय पर यह गणित होगा एवं एक वर्ष पूर्ण होने पर ही यह वृद्धि देय होगी)
(क)	एक वर्ष का अनुभव	40,000/-	6% वार्षिक
(ख)	एक वर्ष से अधिक का अनुभव	45,000/-	6% वार्षिक
(ग)	सात वर्ष से अधिक का अनुभव	65,000/-	6% वार्षिक
(घ)	दस वर्ष का अनुभव	75,000/-	6% वार्षिक

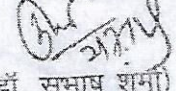
ऊपर वर्णित चयन अनुभव के सम्मुख प्रदर्शित मानदेय कम्पनी सचिवों को चयन के बाद प्रथम वर्ष के लिए निर्धारित होगा। प्रत्येक वर्ष उक्त राशि में 6 प्रतिशत की वृद्धि कर आगामी वर्ष का मानदेय निर्धारित किया जाएगा। उपरोक्त का तात्पर्य यह नहीं होगा कि इस प्रकार 6 प्रतिशत की वृद्धि होते हुए किन्हीं कर्मों का जो मानदेय निर्धारित हुआ हो, उसमें कोई कमी अथवा वृद्धि इस कारण की जायेगी कि उन्हें अद्यतन प्राप्त अनुभव के समकक्ष उपरोक्त तालिका में वर्णित नवीन चयन हेतु निर्धारित मानदेय उससे भिन्न है।

यह दर 1 जुलाई, 2019 से लागू होगी और बिहार सरकार के प्रत्येक निगम इसका अनुपालन सुनिश्चित करेंगे एवं एतद् संबंधी प्रस्ताव गठित कर

आगामी निदेश पर्वद की बैठक में इस पर अनुमोदन प्राप्त करेंगे। यह उन निगमों पर भी लागू रहेगा जिसमें विकास आयुक्त निदेशक पर्वद के अध्यक्ष नहीं हैं।


(राहुल सिंह)
सचिव (व्यय),
वित्त विभाग, बिहार, पटना।


(आनिर सुबहानी) 21.7.19
अपर मुख्य सचिव,
सामान्य प्रशासन विभाग, बिहार

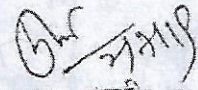

(डॉ. सुभाष शर्मा)
विकास आयुक्त, बिहार।

बिहार सरकार
कार्यालय विकास आयुक्त, बिहार, पटना।

ज्ञापांक- 93

पटना, दिनांक- 03/7/19

प्रतिलिपि:- मुख्य सचिव, बिहार, अध्यक्ष-सह-सदस्य, राजस्व पर्वद, बिहार, सभी अपर मुख्य सचिव, सभी प्रधान सचिव, सभी सचिव, सभी विभागाध्यक्ष, सभी सरकारी निगमों के प्रबन्ध निदेशक, बिहार को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।


(डॉ. सुभाष शर्मा)
विकास आयुक्त, बिहार।