



By E-mail.

ODISHA MINERAL BEARING AREAS DEVELOPMENT CORPORATION
(A SPV of Government of Odisha)
CIN-U75100OR2014NPL018478

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Regd. Off: Aranya Bhawan, GD-2/12, Chandrasekharpur, Bhubaneswar-23, Odisha.

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INVITATION NOTICE FOR SELECTION OF COMPANY SECRETARY IN OMBADC

**APPLICATION FOR SELECTION OF
COMPANY SECRETARY IN OMBADC.**

Sealed application in plain paper with following information is solicited from qualified Company Secretaries for **Engagement as Company Secretary in OMBADC on Contractual basis**. The educational qualifications, post qualifications experience, period of engagement, remuneration, and selection procedure and other terms and conditions can be downloaded from Govt. Website (www.odisha.gov.in) or can be availed from the office of OMBADC.

1. Name of the Applicant.
2. Date of Birth
3. Educational Qualification.
4. Work Experience.

Address of two references.

- 1.
- 2.

Date

Signature

Enclosed a copy of credentials with application. The last date of submission will be on or before **16.01.2024**.

Sd/-
Chief Executive Officer

TERMS AND CONDITION FOR ENGAGEMENT OF COMPANY SECRETARY IN OMBADC.

i. Educational Qualifications:

- a. Fellow /Associate member of The Institute of Company Secretaries of India (ICSI) and
- b. Bachelor Degree in Law (LLB)
- c. Candidates having Additional Qualification like Chartered Accountant / Cost Accountant would be preferred.

ii. Age Limit:

The candidate should not be more than 55 years of age as on 31.12.2023.

iii. Post Qualification Experience

Minimum 05 years of post-qualification Experience as a Company Secretary in a Corporate Sector. Preference will be given to candidates working in State Govt. or Central Govt. PSU.

Period of Engagement

The engagement of Company Secretary will be for an initial period of Three years which may be extended for such further period on satisfactory performance.

iv. Remuneration

Monthly consolidated remuneration would be Rs.1,00,000/-.

v. Selection Procedure

Selection will be through personal interview by a selection Committee.

- i. The candidates must have good character.
- ii. The candidate if employed, with any, autonomous Govt. or Private Sector shall obtain **NOC from his or her employer and produce the same at the time of interview.**
- iii. The decision of the Selection Committee will be final and binding on all the candidates on all matters relating to eligibility, acceptance or rejection of the application, selection of the candidates, cancellation of recruitment process etc.
- iv. At any stage of recruitment process, if it is found that the candidate has furnished false or incorrect information then the candidature / appointment of the candidate is liable to be cancelled.
- v. Canvassing in any form will be viewed adversely any may lead to dis-qualification.
- vi. Finally, selected candidates shall have to produce the required documents in original in support of their qualification & experience.
- vii. Any dispute arising in this connection will be subject to jurisdiction of appropriate authority.

Sd/-

Chief Executive Officer