



THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD.
(A Government of Odisha Undertaking)

ADVERTISEMENT FOR RECRUITMENT OF COMPANY SECRETARY IN OPHWC LTD.

No. **4649**/OPHWC

Date: **20/4/2022**

The OPHWC, a Silver category and one of the leading State PSU in Construction Sector in the State, undertakes various types of Building construction works for different Govt. depts./Autonomous bodies. Inspired by the vision to be organized as a total quality organization, setting standards of excellence in professional endeavors & reckoned as an outstanding construction Corporation among the peers. OPHWC delivers quality construction at optimum cost on time to the satisfaction of the users. The Corporation has achieved an annual turnover of more than Rs. 350 crores in the FY 2020 -21.

The Corporation invites application from dynamic & competent professionals for the following post.

1. VACANCY :-

Sl. No	Name of the Post	Scale of Pay	Total post
1	Company Secretary	Level 13 (pay range from Rs.67,700 to Rs.2,08,700) plus D.A. as admissible from time to time in case of regular employees. In case of deserving candidates, salary will be negotiable. Pay protection as per norms may be considered in deserving cases	One post unreserved

Interested eligible candidates are advised to download the application format from OPHWC website: <http://ophwc.nic.in> & submit the same duly filled in & signed along with attested copies of Certificates & Testimonials in support of their eligibility by **Speed Post** in a cover super scribed "**APPLICATION FOR THE POST.OF COMPANY SECRETARY**" so as to reach the **Dy. General Manager (Admin)**, The Odisha State Police housing and welfare Corporation Ltd., Bhoi Nagar, Bhubaneswar-751022 latest by **20.05.2022**. Applications received after the last date due to delay in **Postal/Courier** or any other reason shall not be entertained and will be rejected.

The OPHWC Management reserves the right to cancel, amend or alter the above advertisement without assigning any reason thereof.


Dy. General Manager (Admin)

THE ODISHA STATE POLICE HOUSING AND
WELFARE CORPORATION LTD. (A SILVER
CATEGORY STATE PSU), BHOINAGAR
Bhubaneswar-751022

TERMS AND CONDITIONS OF RECRUITMENT OF
COMPANY SECRETARY IN OPHWC LTD

1. VACANCY

Sl. No	Name of the Post	No. of Post	Basic Pay as per the ORSP Rule 2017
1	Company Secretary Regular post	One No. of Post Unreserved	Scale of Pay: Level 13 (pay range from Rs.67,700 to Rs.2,08,700). In case of deserving candidates, salary will be negotiable. Pay protection as per norms may be considered in deserving cases.

2. Condition of Service:-

a. Allowances, Leave & other benefits – The entitlement of D.A & other allowances, HRA, leave and other benefits etc. will be at par with regular employees of OPHWC Ltd.

b. Other conditions of service- The other condition of service shall be such as applicable to the regular employees of OPHWC Ltd.

3. ELIGIBILITY CRITERIA

Sl. No.	Name of the Post	Basic Eligibility		Age as on Dt.01.04.2022
		Qualification	Experience	
01	Company Secretary	Candidate should be an Associate or Fellow member of The Institute of Company Secretaries of India. Candidates having additional legal qualifications such as LLB / LLM of any recognised University will be an added advantage.	Minimum 10 years' relevant experience in statutory functions of Company Secretary. Preference shall be given to candidates having experience in State / Central PSUs. Exposure in legal and working experience in ERP (SAP) environment will have an added advantage.	The maximum age of the candidate should be 50 (fifty) years as on 01.04.2022.

4. Functions and Responsibilities:

- 1) Report to the Chairman and often liaise with Board Members.
- 2) Prepare Agenda papers to convene Board meetings, Committee meetings and Annual General Meetings and follow up on action points.

- 3) Prepare draft resolutions and minutes of meetings.
- 4) Prepare Directors' report and printing of Annual reports of the Corporation.
- 5) Responsible for conducting Secretarial Audits of the Corporation as required under the Law.
- 6) Deposit forms, annual returns and other returns required under Ministry of Corporate Affairs and other statutory authorities.
- 7) Provide necessary legal and strategic advices to the Board members and management during Board meeting and beyond.
- 8) Ensure implementation of policies, regulatory or statutory changes that might affect the Organisation with due approval from the concerned Committees.
- 9) Handle all Statutory and legal correspondence, collate information, write reports and communicate decisions to relevant stakeholders of the Corporation, Government and regulatory bodies.
- 10) Liaise with external regulators and advisers, Lawyers etc.
- 11) Implement processes or systems to ensure good governance of the Organisation.
- 12) Develop and oversee the systems that Organisation complies with all applicable codes in addition to its legal and statutory requirements.
- 13) Advise on procurement, tender and contract management.
- 14) Handle litigations in both judicial and quasi-judicial authorities.
- 15) Responsible for signing of MOU with Administrative department in Govt. of Odisha.
- 16) Handle CSR matters of the Corporation and monitor the expenditures under CSR Head.

5. Required Skills:

- i. Good verbal and written communication skills.
- ii. Computer savvy and expertise in MS Office word, excel, power point etc.
- iii. Awareness and expertise in taking commercial decisions.
- iv. Work with other colleague as a team member.
- v. Meticulous attention to works and the ability to work under pressure.
- vi. Good interpersonal skills and ability to work with people at all levels and should have influencing skills.
- vii. Excellent organisational and time management skills and ability to take initiatives.
- viii. Flexibility and practical approach to works and maintain confidentiality of information affecting organisation's interest.
- ix. Maintain a diplomatic approach towards different issues whenever required.
- x. Confidence in providing support to Senior management and Board Members.

6. HOW TO APPLY

1. Application Form at Annexure-I shall be downloaded from our **website: <http://www.ophwc.nic.in>** to be filled up by the candidate after carefully reading the eligibility criteria prescribed for the post.
2. The applicant must affix recent color passport size photograph at top right side of the

application form.

3. The applicant must attach self-attested copies of all the mark sheets, certificates/ testimonials/ documents from Graduation onwards towards proof of qualification, age, experience etc. along with application form.
4. The candidates already employed in Govt./Semi-Govt./ Central PSU /State PSU shall submit "**No Objection Certificate**" issued by their present employer at the time of Interview.
5. Applications without supporting documents/ incomplete/not fulfilling the prescribed criteria in any respect are liable to be rejected.
6. The candidates applying for the post must submit their application by post to "**The Dy. General Manager, Admin. OSPHWC Limited, Bhoi Nagar, Janpath, Bhubaneswar-751022.**"
7. The cover containing the application should be super scribed with the name of the post applied for i.e. "**APPLICATION FOR THE POST OF COMPANY SECRETARY IN OSPHWC**".

7. Selection Procedure:

Suitable candidate will be selected on the basis of required qualification, experience and personal interview only.

8. GENERAL CONDITIONS

- Candidates are required to visit Corporation website <http://ophwc.nic.in> at regular intervals for any corrigendum/addendum, notification, news, updates, results etc. relating to recruitment.
 - 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.
 - The decision of OPHWC Management will be final & binding on all candidates on all matters relating to eligibility, acceptance or rejection of the application / candidature, selection of candidate, cancellation of the recruitment process, etc.
 - The Management reserves the right to cancel either the whole selection process or any candidature without reason if any.
- Interested eligible candidates are required to fill up the application format & submit the same duly filled in by **Dt.20.05.2022** positively. Applications received after the last date due to delay in postal/courier or any other reason shall not be entertained and will be rejected.


Dy. General Manager (Admin)

THE ODISHA STATE POLICE HOUSING AND
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Bhubaneswar-751022

Annexure-I

THE ODISHA POLICE HOUSING & WELFARE CORPORATION LTD

APPLICATION FORMAT FOR RECRUITMENT

Affix recent
colour passport
size photograph.

1. Post applied for

2. Full Name (In capital)

3. Father's /Husband's Name

4. Date of birth

(As recorded in HSC or equivalent exam) (Attach copy of
certificate)

5. Age as on(.....2022)

6. Sex:

7. Category :

8. Marital status: (Married/Un-married)

9. Address (with PIN code):

Present Address

Permanent Address

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10. Contact details: (a) Phone

(b) e.mail

11. Details of Qualification: (Attach copy of certificates).

12. Details of Post qualification/ Experience (Attach relevant copies):

DECLARATION

*ISon/Daughter / Wife of
do hereby declare that all the statements made in this application are true and correct to
the best of my knowledge and belief. In the event of any information being found false, my
candidature/appointment is liable to be cancelled/ terminated without any notice to me.*

(SIGNATURE IN FULL)

NAME:

PLACE:

DATE:

Documents / Certificate

Attached: -

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)