

	<b>CHHATTISHGARH RAJYA VAN VIKAS NIGAM LIMITED</b> <b>Lokash Plaza, Shankar Nagar, Raipur, (C.G.) Phone : 0771-2444428, 2444429</b>
<b>ADVERTISEMENT FOR THE POST OF COMPANY SECRETARY</b>	
<p>Applications are invited for the post of a Company Secretary in the Pay Scale of Rs. 15600-39100 + Grade Pay Rs 7600. Candidate should be at least Second Class Graduate, preferably in commerce with Associate /Fellow Member of the Institute of Company Secretaries of India with age below 45 year as on 01.01.2015. Last date for receipt of application is <b>20.06.2015</b> .</p>	
<p>For other details and application form etc., candidates are requested to refer to our website <a href="http://www.cgrvvn.com">www.cgrvvn.com</a> and should apply in the prescribed format.</p>	
<p style="text-align: right;"><b>Managing Director</b></p>	

**CHHATTISHGARH RAJYA VAN VIKAS NIGAM LIMITED, RAIPUR**  
(A Government of Chhattishgarh Undertaking)

No. /VVN/Admn./2015/

Raipur, Dated : / /

**ADVERTISEMENT**

Application are invited for the post of COMPANY SECRETARY in the following scale of Pay with benefits of Dearness Allowance, Contributory provident Funds and other allowances and benefits as may be admissible under the rules of the Nigam from time to time :-

1. Scale of Pay Pay Scale Rs. 15600-39100 +Grade Pay Rs 7600  
(Approximate Gross Salary at the minimum of pay scale is about Rs- 48000 )
2. Qualifications and Experience At least Second Class Graduate preferably in commerce with Associate Member/Fellow Member of the Institute of Company Secretaries of India

WITH

At least three years Post Qualification experience in a Government/Commercial Undertaking dealing with personnel functions, Company Law and other legal matters, Board Meeting, etc.

Degree in Law will be considered as an added qualification.

Knowledge of Hindi is essential.

3. Age Limit Below 45 year on dated 01.01.2015
4. Application fee Application should be accompanied with a crossed Bank Draft for Rs. 500/- (Rupees Five Hundred Only) (which will be non-refundable) to be payable in favour of "**Managing Director, Chhattishgarh Rajya Van Vikas Nigam Limited, Raipur**" at Raipur. Scheduled Casts/Scheduled Tribes/ Other Backward Class candidates are exempted from this application fee.
5. General
  - a) Preference will be given to the candidates who had worked in the Managerial capacity of Accounts/Budget/Finance/ Court Case branches.
  - b) Application on plain paper in the prescribed format with passport size photograph duly affixed and giving complete Bio-data with attested copies of certificates about date of birth, educational qualification. work experience and present employment details to be attached duly signed be addressed to the "**Managing Director, Chhattisgarh Rajya Van Vikas Nigam Limited, Lokas Plaza, Shankar Nagar Road, Shankar Nagar, Raipur (C.G.) PIN 492007**" so as to reach on or before **20.06.2015** by **5.00 PM** during working hours of the Company. Format of application is given on website <https://www.cgrvvn.com>.
  - c) Appointment will be made in accordance with the Nigam's rules and appointed candidates will be on probation for a period of two years.

- d) Persons already in service must apply through proper channel. They may send an advance copy of their application along with application fee within the prescribed time limit and should bring with them a " No Objection Certificate " from the employer at the time of interview.
- e) Candidates called for interview will be paid I<sup>st</sup> class/II<sup>nd</sup> AC railway fare to and fro by the shortest route .
- f) Managing Director CGRVVN Ltd reserves the right to select or reject an application.

**Managing Director**

**CHHATTISHGARH RAJYA VAN VIKAS NIGAM LIMITED, RAIPUR**

(A Government of Chhattishgarh Undertaking)

**Application Form for the post of Company Secretary**

Photo of  
applicant

1. Name -
2. Father's Name -
3. Address -  
Pin Code
4. Phone No./Mobile No. -
5. E-mail address -
6. Educational Qualification
7. Professional Qualification -
8. Work experience -
9. Job profile -
10. Major achievement -
11. Computer knowledge -
12. Languages known -
13. Extra Curricular activities -
  - a. Sports - District level/State level/National level/International level
  - b. Awards - District level/State level/National level/International level
  - c. Publication - Related to field/not related to field
  - d. Participation - State level/National level/International level/Seminar/workshop
14. Miscellaneous

Date :

(Signature of applicant)

Place :