



बिहार स्टेट फूड एण्ड सिविल सप्लाइज कॉरपोरेशन, लि०,

“खाद्य भवन”, दारोगा राय पथ, आर०ब्लॉक, रोड नं० २, पटना ८००००१

पत्रांक- 10691

दिनांक- 12/10/18

संविदा पर कंपनी सचिव की आवश्यकता

बिहार राज्य खाद्य निगम में कंपनी सचिव(पूर्णकालिक)वेतनमान-PB-3+7600(अपुनरीक्षित) के पद पर संविदा पर नियुक्ति हेतु वैसे अभ्यर्थी जिनकी शैक्षणिक योग्यता The Institute of Company Secretaries of India से कंपनी सचिव की सदस्यता एवं प्रतिष्ठित कंपनी में डिप्टी के पश्चात न्यूनतम तीन वर्षों तक कंपनी सचिव कार्य करने का अनुभव प्राप्त हो तथा स्वच्छ छवि वाले एवं शारीरिक रूप से कर्तव्यों के निर्वहन में सक्षम,अनुभवी, पदाधिकारी से आवेदन पत्र दिनांक 27.11.18 के अपराह्न 5.00 बजे तक आमंत्रित किया जाता है। उक्त नियोजन के लिए आदर्श रोस्टर के अनुसार रिक्त पदों पर 3 वर्षों के लिए संविदा पर नियुक्ति की जायेगी परन्तु इनका संविदा प्रथमतः 1 वर्ष के लिए किया जायेगा तथा उनका कार्यकलाप संतोषजनक पाये जाने पर उनकी सेवा का आगामी एक वर्ष एवं पुनः एक वर्ष के लिए विस्तार किया जायेगा।

कंपनी सचिव (संविदा) पद-1

1. आवेदक अपना आवेदन पत्र दिनांक 27.11.18 तक निश्चित रूप से प्रबंध निदेशक,बिहार स्टेट फूड एण्ड सिविल सप्लाइज कॉरपोरेशन लि०, ‘खाद्य भवन’ दारोगा राय पथ,आर ब्लॉक,रोड नं.2,पटना 800001 के कार्यालय में उपलब्ध करायेंगे। निर्धारित तिथि के उपरान्त प्राप्त आवेदन पत्र पर विचार नहीं किया जायेगा। अर्हता पूरा करने वाले अभ्यर्थियों का चयन स्थापना समिति के अनुशंसा पर किया जायेगा।
2. संविदा पर नियोजन की शर्तें,आवेदन प्रपत्र,अभ्यर्थियों द्वारा **Website-sfc.bihar.gov.in** तथा किसी भी कार्य दिवस को निगम मुख्यालय(खाद्य भवन)आर०ब्लॉक,रोड नं०2,पटना के प्रशासन शाखा में देखा जा सकता है।

प्रबंध निदेशक के आदेश से।

12/10/18  
उप महाप्रबंधक, प्रशासन



बिहार स्टेट फूड एण्ड सिविल सप्लाइज कॉरपोरेशन, लि०,  
**Bihar State Food and Civil Supplies Corporation Ltd.**

“खाद्य भवन”, दारोगा राय पथ, आर०ब्लॉक, रोड नं० २, पटना ८००००१  
Khadya Bhawan, Daroga Rai Path, 'R' Block, Road No. 2, Patna-800001

Letter No. -

Date-

**APPLICATION FOR THE POST OF COMPANY SECRETARY**

Bihar State Food and Civil Supplies Corporation Ltd has been established as a Govt. of Bihar Undertaking' to boost the pace of Food Corporation, especially in the state of Bihar. Its registered Head Office is located at Patna.

Bihar State Food and Civil Supplies Corporation Ltd invites application for the post of Company Secretary on Contract basis with following criteria :-

Sl. No	Post Name	Vacancy (Maximum)	Category	Minimum. Qualification	Emolument (Monthly)	Experience	Age Limit on 01.06. 2018	Location
1	2	3	4	5	6	7	8	9
1	Company Secretary	01 (Contractual)	Unreserved-01	1. Member of institute of Company Secretary India. 2. Experience to fill taxation & titles will be given preference.	55,000.00 <b>Negotiable</b>	At least 3 years of experience related to Company Affairs. After Educational Degree	50 yrs	Patna (HQ)

**General Condition:**

1. The recruitment will be on contract for a period of one year at a time which may be renewed every year based on satisfactory performance & conduct at the discretion of the Corporation upto additional two years.
2. Reservation policy will be followed as per Government of Bihar rules.
3. If educational qualification, experience certificate, age-proof certificate, residential certificate, cast certificate etc. are found false/invalid or fake then not only their contract will be terminated but criminal case will also be made against them. The consolidated pay and all allowances made during such period to them shall have to be reimbursed.
4. The Candidates recruited on contract basis will not be treated as Corporation employee. After the recruitment, they will not be entitled for the regularization of Corporation service.
5. No person shall be eligible for apply/appointment, who has previously been dismissed, removed or compulsorily retired from the service of the Corporation or from a department of the Central Government or any State Government or from any Public sector undertaking.
6. No person shall be eligible for apply/appointment, who has been convicted in a court of law for any offence involving moral turpitude. A person against whom criminal cases are going in a court of law shall also not be eligible for appointment.

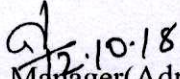
9/12/18

7. Only shortlisted candidates will be called for written test/ interview. Selection for post of Company Secretary will be based on written test/ interview.
8. Any changes/updating/modification regarding this recruitment notice will be flash/publish only through official website of Corporation www.sfc.bihar.gov.in
9. Application in the prescribed format and complete in all respect must be sent to **Managing Director, Bihar State Food and Civil Supplies Corporation Ltd. Patna, Khadya Bhawan, Daroga Rai Path, 'R' Block Road No. 2, Patna- 800001**, containing duly signed, Bio-Data, bank draft, self attested photocopies of all certificate and testimonials in sealed envelope only through speed/registered post/by hand so as to reach the above address on or before 27-11-2018 at 05:00 pm.
10. The name of the post applied for must be mentioned on the top of the envelope.
11. Applications received in other than the prescribed format/ mode or Incomplete in any respect will summarily be rejected. Any disputes will be subject to the Patna Jurisdiction only.
12. No TA/DA will be given for attending the written examination /interview for any position.
13. The corporation reserves the right to cancel any or all the positions mentioned above without assigning any reason and no claims will be admissible against it.
14. The TOR qualifications of above positions and application forms are available on the website www.sfc.bihar.gov.in .
15. Marking Details -Academic Criteria(100 Marks) and Interview (100 Marks) total 200 Marks obtained.

Criteria Details	MARKS
(i) Marks for Minimum 3 Years of Post-qualification experience	20
(ii) Additional marks for experience over minimum 3 years post-qualification 5 marks for each additional complete year	10
(iii) Marks for minimum 3 years of post-qualification experience in handling company matters independently	20
(iv) Additional marks for experience in handling company matters independently over minimum 3 years post qualification experience 5 marks for each additional complete year.	20
(v) Marks for minimum educational qualification: Associate Member(ACS) of the Institute of Company Secretaries of India(ICSI)	20
(vi) Additional marks for fellow Member(FCS) of the Institute of Company Secretaries of India(ICSI)	10
<b>Total</b>	<b>100</b>

Interview Criteria	MARKS
(i) Subject Knowledge	40
(ii) Practical Knowledge	40
(iii) Presentation	20
<b>Total</b>	<b>100</b>

16. Weightage ground for Academic criteria of 40% and Interview criteria 60% equal to 100%.

  
 Dy. General Manager (Administration)  
 Bihar State Food and Civil Supplies  
 Corporation Ltd. Patna

**APPLICATION FORM FOR EMPLOYMENT IN BSFCL ON CONTRACTUAL BASIS**

- POST APPLIED FOR: .....
1. NAME (IN CAPITALS): .....
2. FATHER'S/ HUSBAND'S NAME: .....
3. GENDER: .....
4. DATE OF BIRTH: -----/-----/-----/-----/-----/-----
5. AGE (AS ON 01-04-2018) -----/-----
6. Indicates the category you belong to:  
GEN/SC/ST/BC/EBC/BC Female/EBC Female-----
7. DOMICILE STATE: .....
8. ADDRESS & CONTACT DETAILS

Affix your recent passport size photograph here

MAILING ADDRESS	PERMANENT ADDRESS	FULL ADDRESS OF PRESENT EMPLOYER IF EMPLOYED
PIN CODE NO:	PIN CODE NO:	PIN CODE NO:

Telephone No. with STD Code: .....

Mobile Number: .....

E-mail Id: .....

9/12.10.14

SIGNATURE OF THE CANDIDATE

9. ACADEMIC AND PROFESSIONAL QUALIFICATIONS:

Examination/ course	Whether Full time/ part time	Duration of the Course	Name of the Institution	Name of the University	Month & Year of Passing	Division with obtained % of marks

10. Particulars of experience if any : Total Experience ----- years

Sl. No.	Name & Address of the Employer	post held	period		Total		Job Profile	Last pay Drawn
			From	To	Years	Month		

11. Certified that the information furnished above are true to the best of my knowledge. If any information provided above is found to be false in any stage of selection process, my candidature can be rejected.

Place:

Date:

SIGNATURE OF THE CANDIDATE

2  
7/2/10/18

Necessary Eligibility conditions & Terms of Reference for  
different posts in BSFCL, Patna

1. Position: Company Secretary
2. Location: Patna (HQ)
3. Number of Post: 1
4. Category: Gen-1
5. Salary 55,000.00 Negotiable

**REQUIRED SKILL AND EXPERIENCE**

She/he should Member of the Institute of Company Secretaries of India & at least 5 years of experience related to company affairs.

9/12.10.18

आवेदन प्रपत्र

1. आवेदित पद का नाम-
2. आवेदक का नाम-
3. पिता का नाम-
4. स्थाई पता-
5. वर्तमान पता-
6. पद एवं विभाग का नाम तथा पता-  
(अभिप्रमाणित साक्ष्य संलग्न करें)
7. जन्मतिथि(प्रमाण पत्र के साथ)
8. शैक्षणिक योग्यता-  
(प्रमाण पत्र संलग्न करें)
9. आवेदित पद के अनुरूप योग्यता-
10. अभ्यर्थी के विरुद्ध कोई अपराधिक वाद/निगरानी वाद/विभागीय कार्रवाई लंबित है अथवा नहीं।
11. आरक्षण कोटि-  
(सक्षम प्राधिकार के स्तर से प्रमाण पत्र संलग्न)
12. दूरभाष/मोबाईल नम्बर-

Paste in  
photograph

तिथि:-

स्थान :-

हस्ताक्षर

2/12/10/18