

ODISHA STATE ROAD TRANSPORT CORPORATION: BHUBANESWAR
Contractual Engagement of CS (Company Secretary) Professionals

Odisha State Road Transport Corporation, Odisha Bhubaneswar, is looking for professionals with experience in Company Secretariat for engagement on short term contract basis.

The engagement shall be purely on a temporary & contract basis for a period of One (1) year. The contractual period may be further extended depending on the requirement as well as performance of the individual subject to a maximum total period of 3 years of engagement. The engagement will not entitle anyone to claim for any regular employment in OSRTC or any relaxation in case of any requirement for regular posts in Odisha State Road Transport Corporation.

Essential Educational Qualification Must be having master's degree in commerce/ Law/ Business Administration along with required qualification. He must have cleared the Professional Programme of CS Course under ICSI and must be an Associate Member of the Institute of Company Secretaries of India (ICSI)

Essential Post Educational Qualification Experience Should have minimum 5 years post qualification experience (ACS) w.r.t to Company Secretarial functions at reputed companies with minimum ₹100 crores turnover in the current company. Candidates with working experience in the transport/ logistic industry would be given preference.

Age Limit Must not be above 45 years of age as on 31.08.2023.

Monthly Remuneration Negotiable

Area of Experience Experience in secretarial matters like

- Drafting of agenda, minutes, official letter etc.,
- Conducting Board / Committees' meetings, General Body Meetings and
- Compliance with statutory requirements under Companies Act and other legal aspects.

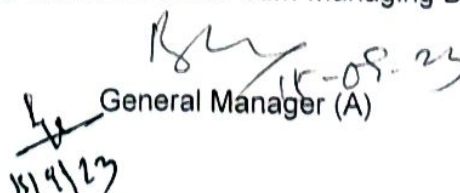
Contractual Terms and Conditions:

1. Contract personnel will be entitled for reimbursement of official mobile call charges /rentals as per Corporation rule.
2. Contract personnel will be entitled to 10 days leave during the contact period of engagement.
3. Contract personnel will be eligible for PF deductions @ 12% of Basic Pay and DA per month.
4. Contract personnel will not be eligible for any allowance / benefits / PRP / incentives other than those mentioned above.

Procedure of Application: -

1. **Application window shall be opened from 15.9.2023 to 25.09.23.** Interested eligible candidates are advised to send their updated resumes on osrtccorp@gmail.com.

By order of the Chairman-cum-Managing Director


General Manager (A)
15/9/23

ODISHA STATE ROAD TRANSPORT CORPORATION: BHUBANESWAR

No. 3250 /OSRTC/TOE-190/2023, Dt. 15.9.23

WALK-IN-INTERVIEW

Odisha State Road Transport Corporation (OSRTC) is looking for professionals with experience in Company Secretary for engagement on short term contract basis. The engagement is purely temporary and contract basis for a period of one year subject to further extension of maximum period of three years of engagement based on performance and requirement by OSRTC .

The details of required qualification, experience terms and conditions of engagement and application procedure are available in the OSRTC official website i.e. osrtccorp@gmail.com .

The last date of application is 25.09.2023.

Application window shall be opened from 16.09.2023 to 25.09.2023. Intending eligible candidates are advised to send their updated resumes on osrtccorp@gmail.com.

The eligible candidates shall be shortlisted and called for a personal interview for selection.

By order of the Chairman-cum-Managing Director

Sd/-

General Manager (A), OSRTC