



ODISHA HYDRO POWER CORPORATION LTD.

(A GOVT. OF ODISHA UNDERTAKING)

ODISHA STATE POLICE HOUSING & WELFARE CORPORATION BUILDING

VANIVIHAR CHOWK, JANPATH, BHUBANESWAR - 751 022.

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CIN- U40101OR1995SGC003963

ADVERTISEMENT NO: OHPC:HQ:HR: RECTT : 04/2023 DATED 21/11/2023

LAST DATE OF RECEIPT OF APPLICATIONS: 20/12/2023

Odisha Hydro Power Corporation Limited (OHPC) is an ISO 9001:2008 certified Gold rated State Public Sector Undertaking (with installed capacity of **2099.80 MW**) having **6 (six)** projects within the state and one inter-State Project. OHPC is also promoting investment in renewable energy projects through GEDCOL (a wholly owned subsidiary of OHPC). The Company is also taking up new hydro power projects on its own including the Pumped Storage Projects and Small Hydro Projects. OHPC intends to recruit an experienced professional for the post of **Company Secretary** to look after Secretarial, Regulatory matters & Legal issues relating to tenders, contracts and projects. The details of the post are as under:

1. POSITION & PROFILE OF THE CANDIDATE

a)	Position & Grade	Company Secretary, Grade – E-7 (Level-Deputy General Manager)
b)	No. of post	01 (Un reserved)
c)	Maximum Age as on 01.11.2023	48 years
d)	Essential Qualification	Graduate with Associate member of the Institute of Company Secretaries of India (ACS) / Fellow member of the Institute of Company Secretaries of India (FCS).
e)	Desirable Qualification	Degree in Law/ CA/ ICWA.
f)	Minimum years of post qualification experience	15 years post qualification experience in Secretarial, Regulatory matters & Legal issues relating to tenders, contracts and projects in large organization.

NOTE: The requirements of Qualification, experience & age may be relaxed in case of candidates with outstanding credentials.

2. EMOLUMENTS

DESIGNATION	GRADE	PAY MATRIX	Initial Basic
Company Secretary	E-7	Rs. 78,800 to Rs. 2,09,200/-	Rs. 78,800/-

Besides Basic Pay and Grade Pay, Dearness Allowance (DA), Benefits such as accomodation, or HRA, Medical Allowance and reimbursement, conveyance allowance, Gratuity etc. are admissible as per Corporation rules. Pay protection may be considered in deserving cases as per the Rules of the Corporation.

3. JOB RESPONSIBILITIES:

- (i) Expertise in all the aspects of the Corporate Laws including Legal and statutory compliances, Corporate Governance. Experience in IPO & listing shall have added advantages.
- (ii) Competence in conducting Board / Committee / General meetings, keeping records of minutes of the meetings, maintenance of statutory books, liasoning with various agencies in relation with Legal and statutory & all statutory filings. Ensure compliances to Code of conducts / Ethics.
- (iii) Competence in dealing with various Regulatory authorities relating to Corporate Law, Electricity Act. etc.
- (iv) Adequate exposure to commercial contacts and competence in drafting & verifying power of attorney, indemnity, affidavit, various types of agreements & contracts & legal documents & handling arbitration cases. Liaise with and manage external Lawyers & attend important court hearings.
- (v) He/ she shall be acting as an in- house counsel, studying & interpreting various laws, rules, regulations, agreements, contracts, providing effective and objective advise to the management for taking prudent decisions and ensure effective management & contractual risks.
- (vi) He/ She is also expected to contribute effectively in strategic business decisions.

4. PLACE OF POSTING

The place of posting will be at Corporate Office in Bhubaneswar.

5. MODE OF SELECTION

The mode of selection shall be through **personal interview** only. Due weightage will be given for addition relevant qualifications & experience.

6. GENERAL CONDITIONS

- a) Mere fulfilling the eligibility criteria does not entitle the candidates to be called for interview.
- b) In order to restrict the number of candidates to be called for interview, the Management reserves the right to raise the eligibility standards.
- c) OHPC reserves the right to cancel/ restrict/ enlarge/ modify/ alter the recruitment process, if need so arises, without issuing any further notice or assigning any reason whatsoever.
- d) Management reserves the right not to fill the position so advertised without assigning any reason thereof.
- e) A pass in Odia Language test equivalent to ME standard is essential.
- f) Candidates working in State/ Central Government/ PSUs should forward their applications through proper channel or shall produce a No Objection Certificate (NOC) at the time of personal interview.
- g) The E-mail ID entered in the application form must remain valid for at least next one year. All future correspondences will be sent via E-mail only.
- h) The candidate finally selected should conform to the company's medical standards.
- i) Applications received after due date or incomplete applications or applications of ineligible candidates will be summarily rejected outright without any further correspondence.
- j) The mere fact that a candidate has submitted the application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/ her the right to be definitely called for interview / considered further for selection process. The decision of OHPC as to the eligibility or otherwise of a candidate for admission to the interview shall be final.
- k) Any dispute arising out of the ongoing recruitment shall be subject to jurisdiction of the Hon'ble High Court of Orissa.
- l) OHPC takes no responsibility for any delay or loss of any communication in postal transit. No request in this regard will be entertained.
- m) Canvassing in any form will disqualify the candidate.

n) Candidates are required to visit the company website i.e. www.ohpcltd.com at regular intervals for any notification, news, updates, results etc. relating to recruitment.

7. PROCEDURE TO APPLY

Application in the **prescribed format** (which can be downloaded from our website www.ohpcltd.com in A4 size paper along with two recent passport size colour photographs (one to be signed on the front & pasted on the form and the other to be enclosed). The application form has to be enclosed with the attested true copies of the following testimonials/ documents.

- i) Document in support of birth proof/ Matriculation certificate.
- ii) All Certificates / Testimonials in respect of qualifications (all semester/ year wise Mark Sheets & Degree certificates starting from matriculation onwards).
- iii) Caste certificate issued by the competent authority for SC, ST and SEBC candidates.
- iv) Physically disabled Certificate issued by the competent authority mentioning proof of their type & extent of disability (if applicable).
- v) Ex-Servicemen are required to attach copy of Discharge Certificate issued by Commanding Officer of the Unit last served. (if applicable)
- vi) Experience certificates / Documents issued by the Employer(s) in support of experience details mentioned by the candidate in the Application Form.
- vii) No Objection Certificate (NOC) from the employer in case the candidate is presently employed in Central /State Government / PSU / Semi Government organization.
- viii) Document in support of passing the Odia Language test equivalent to ME standard.
- ix) Passport size colour photograph duly affixed on the application form.

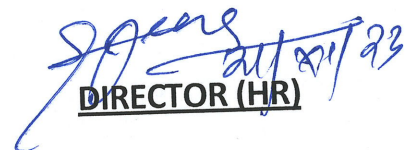
Candidates should ensure that they submit all the documents mentioned above. In the event of failure of candidate to submit any of the required documents as mentioned above within the stipulated time, candidature of such candidate is liable to be rejected.

Before applying for the post, candidates should ensure that he/she fulfils the eligibility criteria and other conditions mentioned in this advertisement. OHPC would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/she has applied. No correspondence shall be entertained in this regard.

Duly filled in and signed Application Form along with the latest passport size colour photograph and required attested true copies of the testimonials / documents mentioned above should be sent by speed post/ registered post in a cover superscribed "APPLICATION FOR THE POST OF COMPANY SECRETARY " to the following address latest by 20-12-2023.

DIRECTOR (HR)
ODISHA HYDRO POWER CORPORATION LIMITED,
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VANIVIHAR CHOWK, JANPATH, BHUBANESWAR - 751 022,

The application form can be downloaded from our website www.ohpc ltd.com.


DIRECTOR (HR)