

**KARNATAKA STATE BEVERAGES CORPORATION LIMITED**  
**4<sup>th</sup> Floor, TTMC, 'A' Block, BMTC Building, K.H.Road,**  
**Shanthinagar, Bengaluru- 560 027**

**HR1-103/2018-19**

**26.02.2018**

Karnataka State Beverages Corporation Limited, a premier Government of Karnataka Undertaking solely engaged in canalization of Liquor and Spirit in Karnataka State invites applications from the qualified Professionals for the post of Company Secretary on contract basis for a period of 02 years which is extendable for a further term depending on the performance and the requirement of the Corporation. The last date for receiving applications is 09.03.2018 up to 5.00PM. For further details regarding position, emoluments, qualification, age etc., the candidates may see the detailed advertisement posted on the Corporation's website [www.ksbcl.com](http://www.ksbcl.com) under 'what is new'

**Executive Director (Finance & Administration)**

**KARNATAKA STATE BEVERAGES CORPORATION LIMITED****(ESTABLISHED UNDER COMPANIES ACT)****4<sup>th</sup> Floor, TTMC Building, A Block, BMTC,  
KH Road Shanthinagar, Bangalore – 560 027****No. HR1-103/2016-17****DATE: 26.02.2018****NOTIFICATION FOR CONTRACT APPOINTMENT**

Karnataka State Beverages Corporation Limited, a premier Government of Karnataka Undertaking solely engaged in canalization of Liquor and Spirit in Karnataka State requires Professional in the following Discipline purely on Contract basis.

<b>Sl No</b>	<b>Name of Post</b>	<b>No. of Post</b>	<b>Minimum Educational Qualification</b>	<b>Experience</b>
01	Company Secretary in the Deputy General Manger Cadre	01	a. Bachelor of Commerce of a recognized university b. Associate Member of the Institute of Company Secretaries of India, New Delhi. c. Should be a Computer Literate	At least 15 years experience in the area of Company Secretarial Activities. Out of which 10 years experience in Senior Management Cadre as Company Secretary in any of the Public Sector Undertakings. Responsibilities shall mainly include: <ul style="list-style-type: none"> <li>• Convening the Committee Meetings, Board Meetings and Annual General Meetings.</li> <li>• Preparation of Agenda and Minutes thereof as per the provisions of the Companies Act and Rules framed thereunder.</li> <li>• Filing of various Returns and Forms with Ministry of Corporate Affairs from time to time.</li> <li>• Drafting of CSR Policy, identification of the CSR Activities and monitoring and reporting of the activities completion of the activities to the Committee / Board.</li> </ul>

				<ul style="list-style-type: none"> <li>• Complying with the provisions of the Right to Information Act 2005 as Public Information Officer of the Corporation</li> <li>• Legal Management- Compliance of all the provisions of the Act applicable and reporting the same to the Board periodically as per the provisions of the Act.</li> <li>• Drafting / vetting of the various Agreements relating to Corporate Affairs.</li> <li>• Liasoning with Board of Directors, Auditors and various Government Departments.</li> <li>• Monitoring the legal cases including arbitration matters and reporting the status thereof to the Board.</li> <li>• Co-coordinating the activities of the Corporation in consultation with all the Senior Executives / Head of the Department of the Corporation.</li> </ul>
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### EMOLUMENTS

<i>Sl No.</i>	<i>Posts</i>	<i>Consolidated Emoluments and Perks</i>
1	Company Secretary	Rs.67,000/- + other perks such as Conveyance/ Conveyance Allowance, Hardship Allowance, Snack Allowance, Education Allowance, Reimbursement of Medical Expenses, Telephone, Leave facilities as per Rules of the Corporation apart from PF and Gratuity as per Act.

**I. AGE LIMIT**

Not more than 60 Years of age.

**II. KNOWLEDGE OF KANNADA**

The candidates shall fluently be able to read, write and speak Kannada. Capable of translating the matters from English to Kannada and vis-versa

**III. TENURE OF CONTRACT**

The initial period of contract is for TWO years which is renewable on yearly basis depending on the performance of the employees and requirement of the Corporation as per the policy.

**IV. TERMINATION OF CONTRACT**

The contract of the appointment may be terminated by either side by giving 3 months notice or 3 months contractual remuneration in lieu of notice period.

**V. TERMS AND CONDITIONS**

1. Candidates who have been shortlisted will only be called for an interaction.
2. Prescribed qualification is the minimum requirements and mere possession of the same does not entitle candidates to be called for interaction.
3. The post qualification experience will only be considered. Mere possession of experience does not confer any right to be called for interaction.
4. Any Canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to selection/appointment shall be a disqualification.
5. Selection will be through interaction by a committee constituted by the Managing Director.

**VI. SELECTION**

1. Candidates shall submit application along with the copies of all the relevant certificates, testimonials in support of the qualification, experience and emoluments drawn for the prescribed for the post. Non submission of these documents along with the application will lead to rejection of application at any stage during the process of recruitment.
2. The application of any candidates found guilty of impersonation or submitting fabricated documents or making statements, which are false or incorrect or indulging in suppression of facts, attempting to use unfair means for the purpose of recruitment will be liable for rejection.
3. The candidates shall have to appear for interaction as and when called, at their own cost.

**VII.MISCELLANIOUS**

1. The number of vacancies indicated in this notification is provisional and may increase or decrease depending upon the actual need. KSBCL also has the right to relax, cancel and the notified vacancies at its discretion and such decision shall be final and binding on all the concerned.
2. KSBCL reserves the right to assess fitness or otherwise of the candidates selected.
3. KSBCL shall not be liable for any damage/injury/loss to the individual, if any, sustained during the entire recruitment process and journey.
4. Application may be addressed to the Executive Director (F & A) Karnataka State Beverages Corporation Ltd., 4<sup>th</sup> Floor, TTMC 'A' Block, BMTC Building, K.H.Road, Shanthinagar, Bangalore-560027 superscribing the envelope as **“Application for the post of Company Secretary”**.
5. Last date for receipt of applications on or before 09.03.2018 before 5.00PM.

**Executive Director (Finance & Admin)**