

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

HR1-103/2021-22

17.11.2021

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 17.12.2021 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 under 'what is new'

Executive Director
(Finance & Administration)

ಕರ್ನಾಟಕ ರಾಜ್ಯ ಪಾನೀಯನಿಗಮದ ನಿಯಮಿತ
4ನೇ ಮಹಡಿ, ಟಿಟಿಎಂಸಿ "ಎ" ಬ್ಲಾಕ್ , ಬಿಎಂಟಿಸಿ ಕಟ್ಟಡ ,
ಕೆ .ಹೆಚ್ .ರಸ್ತೆ ,
ಶಾಂತಿನಗರ ಬೆಂಗಳೂರು -560027

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ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಸ್ವಾಮ್ಯಕ್ಕೊಳಪಟ್ಟು , ಕರ್ನಾಟಕ ರಾಜ್ಯದಲ್ಲಿ ಮದ್ಯ /ಮದ್ಯಸಾರ ಪೂರೈಕೆ ಚಟುವಟಿಕೆಗಳಲ್ಲಿ ತೊಡಗಿರುವ ರಾಜ್ಯದ ಪ್ರತಿಷ್ಠಿತ ಸಂಸ್ಥೆಗಳಲ್ಲಿ ಒಂದಾದ ಕರ್ನಾಟಕ ರಾಜ್ಯ ಪಾನೀಯ ನಿಗಮ ನಿಯಮಿತ ಸಂಸ್ಥೆಯಲ್ಲಿ ಉಪ ಪ್ರಧಾನ ವ್ಯವಸ್ಥಾಪಕರ ವೃಂದದಲ್ಲಿ ಕಂಪನಿ ಕಾರ್ಯದರ್ಶಿಗಳ ಹುದ್ದೆಗೆ ನೇರ ಗುತ್ತಿಗೆ ಆಧಾರದ ಮೇಲೆ 02 ವರ್ಷಗಳ ಅವಧಿಗೆ ಕಾರ್ಯ ನಿರ್ವಹಿಸಲು ಅರ್ಹ ಅಭ್ಯರ್ಥಿಗಳಿಂದ ಅರ್ಜಿ ಆಹ್ವಾನಿಸಲಾಗಿದೆ . ನಿಗಮಕ್ಕೆ ಅವಶ್ಯಕತೆಯಿದ್ದಲ್ಲಿ ಮತ್ತು ಅಭ್ಯರ್ಥಿಗಳ ಕೆಲಸ ನಿರ್ವಹಣೆಯನ್ನನುಸರಿಸಿ ಗುತ್ತಿಗೆ ಅವಧಿಯನ್ನು ಮತ್ತೊಂದು ಅವಧಿಗೆ ವಿಸ್ತರಿಸಲಾಗುವುದು . ಆಸಕ್ತಿಯುಳ್ಳ ಅಭ್ಯರ್ಥಿಗಳು ತಮ್ಮ ಅರ್ಜಿಗಳನ್ನು ದಿನಾಂಕ :17.12.2021 ರಂದು ಸಂಜೆ 5.00 ಗಂಟೆಯೊಳಗೆ ಮೇಲಿನ ವಿಳಾಸಕ್ಕೆ ಕಳುಹಿಸತಕ್ಕದ್ದು . ಅಭ್ಯರ್ಥಿಗಳು ಹುದ್ದೆ , ವಿದ್ಯಾಭ್ಯಾಸ , ವಯಸ್ಸು , ವೇತನ ಮುಂತಾದ ವಿವರಗಳನ್ನು ನಿಗಮದ ಅಂತರ್ಜಾಲ www.ksbcl.com ನಲ್ಲಿ ಪಡೆಯಬಹುದಾಗಿರುತ್ತದೆ

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ಕಾರ್ಯವಾಹಕ
ನಿರ್ದೇಶಕರು

(ಹಣಕಾಸು ಮತ್ತು ಆಡಳಿತ)

**KARNATAKA STATE BEVERAGES CORPORATION LIMITED
(ESTABLISHED UNDER COMPANIES ACT)**

**4th Floor, TTMC Building, A Block, BMTC,
KH Road Shanthinagar, Bangalore – 560 027**

No. HR1-103/2021-22

DATE: 17.11.2021

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.

| Sl No. | Name of Post | No. of Post | Minimum Educational Qualification | Experience |
|---------------|--|--------------------|--|---|
| 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 | The applicants should have 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 Government/Public Sector Undertakings or reputed private Companies Responsibilities shall mainly include: <ul style="list-style-type: none"> • Convening the Committee Meetings, Board Meetings and Annual General Meetings. • Preparation of Agenda and Minutes thereof as per the provisions of the Companies Act and Rules framed thereunder. • Filing of various Returns and Forms with Ministry of Corporate Affairs from time to time. • Drafting of CSR Policy, identification of the CSR Activities and monitoring and reporting of the activities completion of the activities to the Committee / Board. • Complying with the provisions of the Right to Information Act 2005 as Public Information Officer of the |

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|--|--|--|--|---|
| | | | | <p>Corporation</p> <ul style="list-style-type: none"> • 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. • Drafting / vetting of the various Agreements relating to Corporate Affairs. • Liasoning with Board of Directors, Auditors and various Government Departments. • Monitoring the legal cases including arbitration matters and reporting the status thereof to the Board. • Shall be a Computer literate and including e-office management. • Co-coordinating the activities of the Corporation in consultation with all the Senior Executives / Head of the Department of the Corporation. • Handling Payment of Gratuity issues and co-ordinating the concerned departments on the subject |
|--|--|--|--|---|

EMOLUMENTS

| <i>Sl No.</i> | <i>Posts</i> | <i>Consolidated Emoluments and Perks</i> |
|---------------|-------------------|---|
| 1 | Company Secretary | Rs.74,000/- per month + other perks such as 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

Age limit shall not be more than 60 Years. However, relaxation of age limit may be considered up to 65 years of age, if highly qualified/experienced candidates are available

II. KNOWLEDGE OF KANNADA

The candidates shall fluently be able to read, write and speak Kannada.

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 up to the age of 65 years

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

Candidates who have been shortlisted will only be called for an interaction/interview

1. Prescribed qualification is the minimum requirements and mere possession of the same does not entitle candidates to be called for interaction/interview
2. The post qualification experience will only be considered. Mere possession of experience does not confer any right to be called for interaction.
3. 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.
4. Selection will be through interaction/interview 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 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/interview as and when called, at their own cost.

VII. MISCELLANIOUS

1. KSBCL has the right to cancel and the notified vacancy 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 candidate 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 (Finance & Admin). Karnataka State Beverages Corporation Ltd., 4th Floor, TTMC 'A' Block, BMTC Building, K.H.Road, Shanthinagar, Bangalore-560027, as superscribing the envelope as **"Application for the post of Company Secretary"**.
5. Last date for receipt of applications on or before 17.12.2021 before 5.00PM.

**Executive Director
(Finance & Admin)**