

PUDUCHERRY DISTILLERIES LIMITED
(A Government of Puducherry Undertaking)
Ariyapalyam, Villianur,
Puducherry – 605 110

No. 255/PDL/Estt/2024/A-58

Date: 28/08/2024

CIRCULAR

Sub: PDL – Filling up of one vacancy of the post of Company Secretary Group-A in Level-11 (pre-revised : PB-3, Rs.15600-39100/- Grade Pay Rs.6600/- in Puducherry Distilleries Limited (PDL) by Deputation (Including Short Term Contract) basis – Applications called for from the eligible persons – Reg.

One vacancy of the post of Company Secretary in Level-11 (pre-revised : PB-3, Rs.15600-39100/- Grade Pay Rs.6600/- in Puducherry Distilleries Limited (PDL) is required to be filled up by Deputation (Including Short Term Contract) basis for which educational and other qualifications have been prescribed as under :

(a) Essential :

- (i) Membership in the Institute of Company Secretaries of India;
- (ii) Minimum of five years experience in the related field, out of which 2 years as a Company Secretary in a Company with minimum 5 crores paid up capital.

(b) Desirable : CA/ICWA/Post-graduation in Commerce.

Note 1 : Officers under the Central/State Governments / Union Territories / Universities / Recognised Research Institutions / Public Sector Undertakings / Semi-Government / Autonomous or Statutory Organizations possessing the above said qualifications and;

- (i) holding analogous posts on regular basis in the parent cadre/Department;

(or)

- (ii) with five years' service in the grade rendered after appointment thereto on regular basis in posts in Level-10 in the parent cadre/Department;

are only eligible to apply.

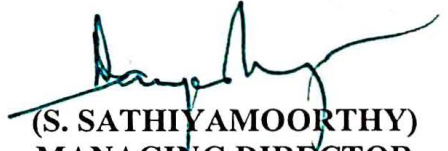
Note 2 : Period of deputation (ISTC) including the period of deputation in another ex cadre post held immediately preceding this appointment in the same or some other Organization/Department of the Central/State Governments/ Union Territories shall ordinarily not exceed 4 years. The maximum age-limit for appointment by deputation (ISTC) shall be not exceeding 56 years as on the closing date of receipt of applications.

Note 3 : The duties and responsibilities of the Company Secretary are bound by the stipulations of the Companies Act, 2013 and the bye-laws / Standing Orders / Memorandum and Articles of Association of the Company.

2. The applications of only such officer will be considered as are routed through proper channel and are accompanied by (i) Bio-data in the enclosed proforma (Annexure – I) (ii) Integrity Certificate (iii) Certificate stating that no vigilance case is either pending or contemplated against the officer (iv) No Penalty Certificate stating that no major/minor penalty has been imposed on the officer or a statement giving details of major/minor penalties imposed on the officer, if any, during last 10 years.

3. Applications of willing, suitable and eligible officers and those who could be spared in the event of their selection, may kindly be forwarded to the Managing Director, Puducherry Distilleries Limited, R.S. No.144 & 145, Ariyapalayam, Villianur Post, Puducherry – 605 110, within a period of fifteen days from the date of publication of this vacancy circular in the Puducherry Distilleries Ltd. Website viz. www.pdlindia.in ; and the Government of Puducherry Website viz. <https://www.py.gov.in>. While forwarding the application, it may also be verified and certified that the particulars furnished are correct. The applications in the prescribed format, received without being countersigned by the Head of Department/PSU/Institution in the manner provided for in the format, will be summarily rejected.

4. Applications received after expiry of last date or without the Vigilance Clearance declaration, Integrity Certificate and a statement of major/minor penalty, if any, imposed on the officer during the last 10 years or otherwise found incomplete shall liable to be rejected.

h/m 
(S. SATHIYAMOORTHY)
MANAGING DIRECTOR

To

1. The Managing Director, Puducherry Agro Service & Industries Corporation Ltd., (PASIC), Thattanchavady, Puducherry.
2. The Managing Director, Swadeshi Bharatee Textiles Mills Ltd., Puducherry.
3. The Managing Director, Puducherry Road Transport Corporation Ltd., Puducherry.
4. The Managing Director, Puducherry Tourism Development Corporation, Puducherry.
5. The Managing Director, Puducherry Textiles Corporation, AFT Campus, Puducherry.
6. The Managing Director, Puducherry Power Corporation Ltd., Puducherry.
7. The Managing Director, Puducherry Industrial Promotion Development and Investment Corporation Limited, (PIPDIC), Puducherry.
8. Puducherry Agro Products, Food and Civil Supplies Corporation Limited, (PAPSCO), Thattanchavady, Puducherry.
9. The Registrar, Pondicherry University, Kalapet, Puducherry.
10. Puducherry Govt. Website / PDL Website.

ANNEXURE-I

BIO-DATA / CURRICULAM VITAE PROFORMA

1	Name and Address (in Block Letters)	
2	Date of Birth (in Christian era)	
3	Date of retirement under Central/State Government/U.T. Government Rules	
4	Educational Qualifications	
5	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
	Qualification/Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/experience possessed by the officer
	A) Qualification B) Experience	A) Qualification B) Experience

6. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*pay band and Grade pay/pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

7	Nature of present employment i.e., Ad-hoc or Temporary or Quasi-Permanent or Permanent.			
8	In case the present employment is held on deputation/contract basis, please state;			
	a)The date of initial appointment	b) Period of appointment on deputation/contract	c)Name of the parent office/ organization to which the applicant belongs	d)Name of the post and pay of the post held in substantive capacity in the parent organization

8.1	Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.	
8.2	Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his/her parent cadre/organization.	
9	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
10	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) University f) Others	
11	Please state whether your working in the same Department and are in the feeder grade or feeder to feeder grade	
12	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale	
13	Total emoluments per month now drawn	
	Basic Pay in the PB	Grade pay
		Total Emoluments
14.A	Additional Information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience and above prescribed in the Vacancy Circular) (Note: Enclose a separate sheet, if the space is insufficient)	

14.B	Achievements: The candidates are requested to indicate information with regard to; (i) Awards/Scholarships/Official Appreciation (ii) Any research/innovative measure involving official recognition (iii) Any other information. (Note: Enclose a separate sheet if the space is insufficient)	
15.	Whether belongs to SC/ST	

I have carefully gone through the vacancy circular and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)

Address _____

Mobile No. _____

Date _____

Certification by the Employer/Cadre Controlling Authority

The information/details provide in the above applications by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the Vacancy Circular. If selected, he/she will be relived immediately.

2. Also certified that;

i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____

ii) His/Her Integrity is certified.

iii) No major/minor penalty has been imposed on him/her during the last 10 years (or) A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be).

Countersigned

(Employer/Cadre Controlling Authority with Seal)