

# MEGHALAYA ENERGY CORPORATION LIMITED

## SECRETARIAT

LUMJINGSHAI, SHORT ROUND ROAD, SHILLONG - 1  
Web :- <http://www.meseb.nic.in>

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No.MeECL/GA/20/2010/25

Dated Shillong, the 9<sup>th</sup> May,2011

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### **ADVERTISEMENT**

Applications are invited from Indian citizens for filling up temporary posts of Company Secretary under The Meghalaya Energy Corporation Limited (MeECL) and its subsidiary companies viz,

(a) The Meghalaya Power Distribution Corporation Limited (MePDCL)

(b) The Meghalaya Power Transmission Corporation Limited (MePTCL)

(c) The Meghalaya Power Generation Corporation Limited (MePGCL)

#### **Details of Post:**

1. Company Secretary

(a).Qualification:-

The candidate should be an Associate Member of Institute of Company Secretaries of India with minimum experience of 5 years

(b).Additional qualification:-

Proficiency in computer operations, especially, in MS OFFICE, INTERNET and EMAIL is essential.

(c) Age:-

Maximum age 40 years as on 01 .01.2011. For ST/SC candidates, relaxation as applicable

(d) Method of recruitment:-

By direct recruitment or on deputation

(d)Scale of Pay:

Rs.21,200-625(5)-24325-725(5)-27950-800(6)-32750 (Pre-revised) plus usual allowances as admissible from time to time as per rules/orders

#### **Other requirement to be attached with an application:**

(I). A crossed Indian Postal Order of Rs.40/- (Rupees forty) only for general candidates and Rs.20/- (Rupees twenty) only for ST/SC candidates only endorsed of the Chief Accounts Officer, MeECL, Shillong. I.P.O issued prior to the date of publication of the Advertisement, overwriting & wrong entries will be rejected and so shall an application bearing such I.P.O.

(II). 2 (two) recent passport size photographs duly attested by a Gazette Officer.

#### **Others, for attention of applicants**

- Eligible candidates will be required to appear the interview on the date or dates to be notified subsequently.
- Incomplete application or applications received after the closing date will be summarily be rejected.

- Existing employment policy will be applicable.
- Post your application to the Director Corporate Affairs, Meghalaya Energy Corporation Limited Secretariat Lumjingshai, Short Round Road, Shillong-793001.
- Application will be received upto 17:00 hrs of 22<sup>nd</sup> June, 2011.

**Particulars required to be furnished by an applicant**

1. Name of the applicant
2. Post applied for
3. Whether SC/ST, if so, give documentary evidence
4. Gender
5. Father's/Mother's/Husband's/Wife's name
6. Marital Status
7. Permanent address
8. Present address, with details of
  - (a) Postal address
  - (b) Email ID
  - (c) Telephone (mobile)
9. Age as on 1.05.2011 (Give supporting documentary evidence)
10. Educational qualification and specialized application
11. Proficiencies in computer operations and applications (Give supporting documentary evidence)
12. Previous experiences (Give details)
13. If employed, please furnish latest Salary certificate
14. Identification marks, if any

Sd/-  
(M.R. Synrem)  
Director Corporate Affairs  
Meghalaya Energy Corporation Ltd