



ଓଡ଼ିଶା ବିଦ୍ୟୁତ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲିଡ.

ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Government of Odisha Undertaking)

REGD.OFFICE : OPTCL TECH TOWER, JANPATH, SAHEED NAGAR, BHUBANESWAR - 751007

CORPORATE IDENTITY NUMBER (CIN) U40102OR2004SGC007553



<https://www.optcl.co.in/>



@optcl.odisha



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ADVT. NO: MPP&R - 04/2025-26

Dated: 12.09.2025

RECRUITMENT FOR THE POST OF COMPANY SECRETARY

1. Company profile:

Odisha Power Transmission Corporation Limited (OPTCL), established on 29th March 2004, is a State owned Power Utility in Odisha. OPTCL has infrastructure that spans for about **16,915** CKT KMs of transmission line, encompassing a vast and robust transmission network of 198 sub-stations ranging from 132 kV to 400 kV. The growth of OPTCL is supported with advance technologies such as System Automation, STAMS, DRONE based Survey, PG – DARPAN Software etc. OPTCL has also undertaken various projects on behalf of State and Central Government and it has major plans for expansion by adopting to newer and greener technologies.

OPTCL is looking for dynamic, competent & well experienced professional to be inducted as **Company Secretary**.

2. Posts:

SL NO.	NAME OF THE POST & GRADE	NO. OF POSTS
1	COMPANY SECRETARY (GM in E8 GRADE)	01 (UR)

3. COMPENSATION PACKAGE:

- **NAME OF THE POST** : Company Secretary
- **GRADE** : E8
- **SCALE OF PAY** : Rs. 1,23,100/- to 2,15,900 /-

In addition to the above Initial Basic Pay, the allowances & benefits as applicable such as DA, HRA, Medical Allowance, monthly conveyance reimbursement, medical facilities, various insurance coverage etc. shall be paid as per rules of the Corporation in force from time to time.

4. **JOB DESCRIPTION & RESPONSIBILITIES OF COMPANY SECRETARY :**

- i. Ensure proper discharge of secretarial function of OPTCL, in compliance with the Company's Act, SEBI regulations and relevant laws in place.
- ii. Assist the Board in complying with the Corporate Governance requirements ensuring good corporate governance.
- iii. Ensure proper discharge of legal functions for timely disposal of cases pertaining to personnel, commercial or regulatory issues, in the best interest of the organization.
- iv. Facilitate coordination between various departments in OPTCL and various external agencies involved in the functioning of the department.
- v. Ensure timely replies to queries of various Govt. Departments, Odisha Electricity Regulatory Commission (OERC), Assembly questions and preparation of legal documents relating to Transmission projects, Industries and personnel.
- vi. Ensure timely preparation and filling of the counters, briefing to advocates in various case matters at Orissa High Court, OERC, Appellate Tribunal for Electricity at New Delhi and Supreme Court of India.
- vii. Liaison with local administration, government agencies and manage external environment.
- viii. Good interpersonal, communication, negotiation and co-ordination skills.
- ix. Any other tasks as assigned to by the superior, from time to time.

5. **ESSENTIAL QUALIFICATION & EXPERIENCE:**

Sl. No	Name of the Post	Essential Qualification	Experience
1	GENERAL MANAGER (Company Secretary)	Degree in any discipline, preferable in Commerce and professional qualification of ACS/ FCS from Institute of Company Secretaries of India.	18 years of relevant post qualification experience with last 5 years as the Head of Corporate Affairs and Legal function. Preferably in PSU/ Other Corporate House of repute or any incorporated Company.

Note: The qualifications prescribed for posts must have been obtained through regular courses. Equivalent qualification obtained through correspondence courses shall not be considered.

6. **AGE:**

Candidate must not be above 51 years of age as on **01.09.2025**.

7. HEALTH:

- i. Appointment of selected candidates will be subject to having sound health and being physically & mentally fit in the Pre-Employment Medical Examination to be conducted as per the norms and standards of Medical Fitness.
- ii. Final selection of the candidates shall be subject to medical fitness.

8. OTHER ELIGIBILITY CONDITIONS:

- i. The candidate must be a citizen of India.
- ii. The candidate should be free from any vigilance / criminal cases.
- iii. A candidate who has more than one spouse living will not be eligible for appointment unless the State Government has exempted his / her case from operation of this limitation for any good and sufficient reasons.
- iv. The candidates must have a good character.
- v. Candidates, who fulfill the prescribed eligibility criteria, may apply for the post.

9. SELECTION PROCEDURE:

- i. Selection will be made on the basis of Personal Interview of short-listed candidates considering the vacancies.
- ii. The shortlisted candidates will be called to produce original certificates towards proof of age, qualification and marks from HSC / 10th onwards, caste, etc. for the purpose of verification prior to personal interview.
- iii. Filling-up of vacancies is solely at the discretion of the Management based on suitability of candidates & no claim will arise for appointment, if vacancies are not filled due to un-suitability or in sufficient number of candidates.

10. GENERAL INFORMATION & INSTRUCTIONS:

- i. **Applications submitted to OPTCL, if found to be incomplete in any respect are liable for rejection. No correspondence shall be entertained in this regard.**
- ii. Mere applying for the post and fulfilling eligibility criteria in reference to the advertisement does not confer any right for an applicant to claim appointment.
- iii. Any dispute arising out of the ongoing recruitment shall be subject to jurisdiction of High Court of Orissa.
- iv. Candidates working in PSUs/ Autonomous Bodies of Govt. shall produce a "No Objection Certificate (NOC) "at the time of Personal Interview.
- v. While applying for the above posts, the applicant shall ensure that he / she fulfills the eligibility and other norms mentioned above, as on the specified dates and the particulars furnished are correct in all respects. In case, it is detected at any stage of recruitment / selection that a candidate does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his / her candidature will automatically stand cancelled. If any of the above shortcoming (s) / are detected even after appointment, his /her services are liable to be terminated without any notice.

- vi. OPTCL Management reserves the right to cancel the recruitment process, if need so arises, without issuing any further notice or assigning any reason thereof at any stage.

11. **PROCEDURE TO APPLY:**

The interested candidates may apply along with the documents as per Checklist at Clause 13. The envelope containing application should be super-scribed as **"Application for Recruitment of Company Secretary in OPTCL"** and addressed to **Chief General Manager (HRD), Odisha Power Transmission Corporation Ltd., OPTCL Tech Tower, Saheed Nagar, Bhubaneswar - 751007**, so as to reach on or before **14.10.2025 (05.00 P.M)**. The application should be sent by Speed Post Service only. OPTCL shall not be responsible for any delay/ wrong delivery/ loss in transit. The application received after due date or incomplete applications or applications of ineligible candidates will be rejected without any further correspondence.

12. **IMPORTANT INFORMATION:**

- i. All information regarding this recruitment process would be made available under "Career" section of the website of OPTCL (i.e. www.optcl.co.in). Applicants are advised to check the website periodically for important updates.
- ii. The details of interview schedule will be duly communicated to the short-listed candidates.

13. **CHECK LIST:**

The self-attested copies of the Application Format and the certificates/ documents should be attached or sent in the following order:

- a. Filled in Application as per prescribed format only.
- b. Proof of Identity (PAN Card/ AADHAR Card)
- c. Age proof Certificate (HSC or equivalent Certificate)
- d. All the Mark-sheets & Certificates of Educational and Professional Qualification starting from HSC.
- e. Experience Certificate/ Proof of Experience
- f. Last Pay Certificate / Last Salary Slip /PPO.
- g. Two Colour Passport size photographs.
- h. Declaration of Property Statement
- i. His / her performance rating in last 05 (five) years duly certified by the Controlling Authority (in sealed cover)

IMPORTANT DATES	
Last Date of Receipt of Application	14.10.2025 (05:00 PM)

s/d-
Chief General Manager (HRD)

APPLICATION FORMAT

1. Post Applied for :
2. Advertisement No. & Date :
3. Name of the candidate (In capital) :
4. Father's Name :
5. Spouse Name (if married) :
6. Date of Birth :
7. Age as on **01.09.2025** :
8. Gender :
9. Social Category :
10. Address:

Affix a recent
Passport Size
Colour
Photograph

Present Address	Permanent address

11. Mobile No./ Landline No :
12. E-Mail id. :

13. Educational Qualification (10th onwards) (Attach copy of Certificates)

Sl. No.	Exam. Passed & Year	Institution	Board / Council / University	Division / Class	% of Marks

14. Details of experience : (Attach in a separate sheet if required)

Sl. No.	Name of Organization	Post Held	Period		Pay Scales
			From	To	
1					
2					
3					

15. Is there any Civil / Criminal /Vigilance case / disciplinary Proceeding pending / contemplated against you or you have been penalised for misconduct during the period up to five years preceding to your retirement: **YES/ NO**

16. If yes, furnish details:

DECLARATION

I, do hereby declare that the above information is true and correct to the best of my knowledge and belief. I understood and agreed that any misrepresentation / suppression of information will render liable for cancelation of my candidature any stage / termination from engagement forthwith, without notice.

Date:

Place:

Signature in full