

APSRTC ET & CCS LIMITED, Vijayawada

Brief RECRUITMENT NOTIFICATION FOR THE POST OF SECRETARY

APSRTC ET & CCS LTD. is a Credit Co-operative Society established exclusively to meet the financial needs of APSRTC employees in the state of Andhra Pradesh. It is one of the best professionally managed co-operative societies. We are looking for candidates with CA qualification to work as Secretary(Chief Executive) in the scale of pay of Rs.36500-2000-76500 + Grade Pay of Rs.5500 + Allowances (CTC would be approximately Rs.10.00 lakhs per annum). Full details of the Notification along with Terms & Conditions is available in our website <http://apsrtc.gov.in> Last date for submission of application is 22-06-2018.

Vice-Chairman

APSRTC EMPLOYEES' THRIFT AND CREDIT COOPERATIVE SOCIETY LTD.,
RTC HOUSE, PNBS, VIJAYAWADA.

No: CCS14/1921(EST)/Recruitment

Dt. 08-06-2018.

DETAILED NOTIFICATION FOR RECRUITMENT TO THE POST OF SECRETARY

Ref: This Office Brief Notification No.CCS14/1921/(EST)/Recruitment, Dt. 08/06/2018.

1. Vide reference cited, a Notification was issued in Newspapers inviting applications from qualified **CA candidates for recruitment to the post of SECRETARY** in **APSRTC ET&CCS Ltd.** The desirous eligible candidates may apply after satisfying themselves with the eligibility and terms and conditions of this Recruitment.

2. No. of vacancies: SECRETARY – 1 (ONE)

3. Method of Recruitment, Qualification and Age:

- i. The candidate must be an Associate member of the Institute of Chartered Accountants of India, New Delhi.
- ii. The candidate should be a native of Andhra Pradesh State. For claiming native status the candidate should submit the study certificates issued by schools in which the candidate studied from class IV to X.
- iii. Age shall be less than 40 years as on 01-07-2018. Age relaxation up to 5 years is admissible to the candidates belong to SC/ST/BC. Candidates claiming age relaxation shall submit a self-attested copy of Integrated Case Certificate issued by MRO/TAHSILDHAR.

4. Selection Procedure:

- i. Only shortlisted candidates will be called for Interview.
- ii. Selection of candidates will be based on transparent method with weightages for
 - a. Percentage of marks in CA,
 - b. Possession of Additional Qualification
 - c. Post qualification experience in relevant field (Co-operative Societies, Co-operative Banks, Commercial Banks & Central/State PSUs, etc)
 - d. Oral Interview.
- iii. Following are the guidelines for claiming weightage for Additional Qualification.
 - a. Only CS/ICWA will be considered as additional qualifications.
 - b. Self-attested copy of the Additional Qualification Certificate has to be submitted along with the Application form.
- iv. Self-attested Marks Memos of qualifying examination shall be submitted along with the application.
- v. For claiming Weightage for the post Qualification Experience, the candidate has to produce experience certificate from the competent authority of the organization in the annexed format.
- vi. The persons already in Government Service / Autonomous bodies / Government aided Institutions etc., whether in permanent or temporary capacity or as work charged employees are required to inform in writing to the Head of Office/ Department, as the case may be and required to submit the “No Objection” from the concerned Head of Office / Department to the Commission as and when required to do so.

5. Indemnity Bond: The selected candidate shall execute an Indemnity BOND agreeing to serve the society for a minimum period of TWO years.

6. How to Apply: Candidates should submit their applications in the prescribed proforma at Annexure-‘A’ enclosed to this notification. A recent passport size photograph to be pasted on the space provided in the application. Application in any other form will not be considered.

7. Enclosures to Application: The candidate shall enclose copies of the following certificates along with application in support of his candidature.

- a. SSC Certificate for proof of Date of Birth
- b. School Study Certificates (IV to X Standards)
- c. CA pass certificate with marks memos
- d. Certificates in support of additional qualifications, if any.
- e. Caste Certificate in support of SC/ST/BC candidates.
- f. Certificate of Experience.

Failure to enclose the required certificates may result in rejection of his/her candidature.

8. FEE: Candidate is required to submit a Demand Draft in favor of APSRTC ET&CCS Ltd., payable at VIJAYAWADA for Rs.500/-. The candidates may note that the fee once paid will not be refunded under any circumstances. The candidates are therefore advised to go through the notification to ensure their eligibility to apply.

9. Last date for Submission of Application: The last date for submission of application is **22-06-2018**. Applications received after the last date will not be entertained. Applications completed in all respects shall be sent to the following address by REGISTERED POST/SPEED POST.

**VICE-CHAIRMAN,
APSRTC ET & CCS LTD.,
NTR ADMINISTRATIVE BLOCK
RTC HOUSE, PNBS, VIJAYAWADA- 520013.**

This office is in no way responsible for non-receipt of applications due to postal delays, etc., and the candidates may note that any claims in this regard will not be entertained.

Incomplete applications of the candidates will be rejected automatically and no correspondence will be entertained in this regard.

10. Training Period: The duration of training will be 4 (Four) months. On successful completion of training the candidate will be appointed as Secretary to the Society.

11. Stipend: Minimum of the Time Scale of Class-I Rs. 36500/- without allowances will be paid as stipend during the training period. On successful completion of the Training they will be placed in the Time Scale of Rs.36500-2000-76500 + Grade Pay of Rs.5500 plus usual Allowances. Privileges include Leave, Medicare, Privilege, Bus Passes, Gratuity, PF etc as applicable.

12. Probation: The candidate who completes his training successfully will be appointed with probationary rights for a period of one year. The performance of the candidate during the probation period will be reviewed and necessary action will be taken to declare the probation at the end of one year if the performance found to be satisfactory.

13. Job Description: A detailed Job description is annexed to this Notification.

14. Medical Standards: The candidate has to satisfy the Medical/Physical standards as prescribed by APSRTC for officer's post.

15. General Instructions:

i. Original Certificates:

i. Candidates provisionally selected shall surrender all **original certificates** before directing for medical examination. The candidates are therefore advised to keep ready the Original Certificates and attested copies of the following documents for submission to the society soon after the declaration of the results.

- a. SSC Certificate for proof of Date of Birth
- b. School Study Certificates (IV to X Standards)
- c. CA pass certificate with marks memos
- d. Certificates in support of additional qualifications, if any.
- e. Caste Certificate in support of SC/ST/BC candidates.
- f. Certificate of Experience.

Note: Original Certificates should be produced at the time of Screening and Interview, failing which they will not be allowed to appear for interview.

ii. If it is detected at a later date that the information furnished in the application is false, the candidate is liable to be disqualified. Candidates not fulfilling eligibility criteria are advised not to apply for the post.

iii. Canvassing in any form will be a disqualification.

iv. The candidates are advised not to change their mobile number till the selection process is completed.

16. Correspondence: Necessary information will be published in the website www.apsrtc.gov.in from time to time and no correspondence will be made with individual candidates. Candidates who apply for the post shall visit the website from time to time for instructions/information, etc.

17. Clarification: For further clarification if any, please contact Secretary – Mob. No. 7382924222 during the office hours ie., 11.00 AM to 04.00 PM.

18. The Society decision to be Final: The Society reserves the right to cancel the recruitment at any stage/at any time without assigning any reasons. The decision of the APSRTC ET&CCS Ltd. in all aspects and all respects pertains to the application and its acceptance or rejection as the case may be and at all consequent stages culminating in the selection or otherwise of any candidate shall be final in all respects and binding on all concerned.

**Sd/-
Vice-Chairman
APSRTC ET&CCS Ltd,
Vijayawada.**

Annexure: JOB DESCRIPTION OF THE SECRETARY

1. Secretary is the Chief of the administration and fully responsible for administering the staff and responsible for maintaining discipline in the office of the Society.
2. Receipt of Funds from APSRTC - Recoveries affected from the Members Salary shall be remitted by APSRTC to Society Office during the first week of the month succeeding to the month of recovery. Receiving all monies on behalf of the Society and issue receipts, pay all cost of management and working expenses out of funds of the Society.
3. Maintaining liaison with APSRTC for receipt of funds. Maintaining public relations with Members and other officials of APSRTC.
4. Convening of General Body Meetings, Managing Committee Meetings, Sub-Committee meetings etc. General Body Meetings with all Delegates (numbering nearly 236) twice in a year, Managing Committee Meetings minimum once in two months. Sub-Committee Meetings for sanction of housing loans, Staff matters, printing of diaries, purchases etc., as and when required. Preparing Agenda & supporting notes for convening of meetings, apprising Members of the Meeting regarding the issues placed in the Agenda, Recording of Minutes of the Meetings and taking approval of the Vice-Chairman of the Society, etc.
5. Preparations of General Body Report for all the transactions that have taken place during the reporting period, preparation of Balance Sheet, Profit & Loss Account, Receipts & Payments Account, Annual Budget, Funds Flow Statements, Institute, defends and conduct legal proceedings on behalf of the Society.
6. The Secretary shall be the Officer to sue or be sued on behalf of the Society and execute all bonds in the name of the Society subject to the general directions of the Managing Committee.
7. Conducting elections to Delegates/Managing Committee Members once in Five Years.
8. Maintaining liaison with Co-operative Department, Banks and Financial Institutions, Co-operative Management Colleges/Institutions, etc.
9. Admitting Shareholders of the Society, maintaining proper Books of Accounts as prescribed in the Co-operative Societies Act.
10. Secretary should perform the duties as per APSRTC State Co-operative Societies Act & Rules, Bye-laws of the Society, Service Regulations as adopted by the Society & all other Acts of State/Central Government that are applicable to Society from time to time.

APSRTC EMPLOYEES' THRIFT AND CREDIT COOPERATIVE SOCIETY LTD.,

RTC HOUSE, PNBS, VIJAYAWADA.

APPLICATION FORM

Recruitment for the post of SECRETARY

(Ref: Notification No. CCS14/1921(EST)/SEC-RECR Dt. 08-06-2018)

Please paste
a recent
passport
size photo
here

1	Name (As in SSC Certificate)	
2	Father Name	
3	Date of Birth	
4	Gender	
5	Address for correspondence	
6	District	
7	Mandal	
8	Pin code	
9	Caste & Sub Caste	
10	E-Mail Id.	
11	Mobile No. Alternate Mobile No.	
12	Aadhar No.	
13	Are you a citizen of India	
14	DD Number, Date, Bank and Amount.	

14. Basic Education details: please tick (✓)

Type of Study

Regular

Private

If Regular specify following:

Class Studied	District Studied
IV Class	
V Class	
VI Class	
VII Class	
VIII Class	
IX Class	
X Class	

15. Basic Qualification (CA) details:

DETAILS OF MARKS OBTAINED IN BASIC QUALIFICATION				
NAME OF THE EXAMINATION / PAPER	YEAR OF PASSING	MAX. MARKS	MARKS OBTAINED	PERCENTAGE

16. Additional Qualifications:

S.No	Qualification acquired	Month & Year of Acquiring
1		
2		
3		

17. EXPERIENCE DETAILS:

S.NO	Name of the Organization worked	Period of working		Designation	Pay Scale & Gross emoluments
		From	To		
1					
2					
3					

18. Certificate copies enclosed details:

S.No.	Certificate	Whether enclosed Indicate Yes/No
i	SSC Certificate	
ii	Degree Certificate	
iii	CA Marks Memos	
iv	CA Pass Certificate	
v	Additional Qualification Certificate	
vi	School Study and Bonafide certificates from 4 th to 10 th standard	
vii	Residence Certificate	
viii	Caste Certificate (only for SC/ST/BC candidates)	
ix	NOC from the present Employer	
x	Experience Certificate	

Declaration: I certify that the information furnished above is true to the best of my knowledge. I understand that if it comes to light at a later date, that any information furnished above is false or incorrect I am liable for suitable action as deemed fit by the Society.

Place:

Date:

Signature of the Applicant

FORMAT OF CERTIFICATE TO BE PRODUCED BY CANDIDATES CLAIMING POST QUALIFICATION EXPERIENCE

1	NAME OF THE ORGANISATION	
2	ADDRESS	
3	CERTIFICATION	<p>This is to certify that, Sri/Smt/Kum _____, S/o, D/o _____, has worked in this organization From _____ to _____ as (please mention the Designation) _____</p> <p>During this period, his conduct and performance was satisfactory. We have no objection in forwarding his application for the post of Secretary/APSRTC ET& CCS)</p>
4	SIGNATURE AND STAMP OF THE OFFICER	
5	NAME OF THE OFFICER ISSUING THIS CERTIFICATE	
6	DESIGNATION OF THE OFFICER ISSUING THIS CERTIFICATE	
7	MOBILE NUMBER OF THE OFFICER ISSUING THIS CERTIFICATE	
8	OFFICE LAND LINE NUMBER OF THE OFFICER ISSUING THIS CERTIFICATE	
9	OFFICIAL E-MAIL ID OF THE OFFICER ISSUING THIS CERTIFICATE	