## BIHAR STATE TEXT BOOK PUBLISHING CORPORATION LTD.

(A Govt. of Bihar Undertaking)

Pathya Pustak Bhawan, Budh Marg, Patna-800 001

Phone: 2221975, 2222783, 2223533, 2205730 Fax: 0612-2236388 Email: textbookmd@gmail.com

## APPLICATION FOR WALK-IN INTERVIEW

ADVT. No. 08/2018

The Bihar State Text Book Publishing Corporation Ltd.,(BSTBPCL), a State Govt. undertaking under Education Department Bihar invites application from the eligible persons for appointment of Company Secretary:

SI.	Name of the	Number of Post		Remuneration	Min. Qualification	Eligibility		
No.	Post	UR	EBC	ВС	Total	per Month		
1	Company Secretary	1	-	-	1	55,000/-	Must have passed the Company Secretary Ship exam of I.C.S.I.	Associate/Fellow member of ICSI

## **General Instructions:-**

- 1. The applicant shall be strictly on contract basis for one year which may be renewed annually depending upon the satisfactory performance.
- 2. The upper age limit (as on 01.04.2018) for the above post shall be 50 years.
- 3. A Demand Draft of Rs. 600/- (Six hundred) as application fee (non-refundable) in favour of Bihar State Text Book Publishing Corporation Ltd. payable at Patna to be sent along with application. Candidates belonging to SC/ST and disabled category as well as personnel belonging to BPL Family are exempted from application fees.
- 4. Candidate having requisite qualification and fulfilling eligible criteria should send their application in prescribed performa. The prescribed performa can be downloaded from the web site: <a href="https://www.bstbpc.gov.in">www.bstbpc.gov.in</a>.
- 5. The candidates must enclose two latest passport size photos along with copy of certificates pertaining to age, caste, mark sheet / certificates of all years/semesters, graduation/diploma and one self addressed envelope affixing stamp worth Rs. 40/-. The application of the candidate who are claiming in writing and not producing the copy of qualification and other concerned certificates in their application will be out rightly rejected.
- 6. The shortlisted candidates have to appear in an interview, depending upon the number of application received. No TA/DA or any other cost shall be paid for interview.
- 7. Interested candidate may send the complete application form mentioning the name of the post on the top of envelop through speed post/Registered Post only to the following address.

  Managing Director,

Bihar State Text Book Publishing Corporation Ltd.,

Pathya Pustak Bhawan, Budh Marg,

Patna-800 001

- 8. The application form received after due date shall not be considered. BSTBPCL will not be responsible for postal delay.
- NOTE:- 1. Last date of submission of application form 05-06-2018.
  - 2. Date of Interview will be communicated by post/Telephone/Mail etc. separately.

Managing Director.

## BIHAR STATE TEXT BOOK PUBLISHING CORPORATION LTD.

(A Govt. of Bihar undertaking under Education Department)
Pathya Pustak Bhawan, Budh Marg, Patna-800 001

Advertisement No												Affix latest Passport size coloured							
Post Applied for													Photograph duly						
Demand Draft No Dated: /													/						
Draft Amount Rs/-		Nam	e of	Ban	k														
1.Name (Capital letter)																			
2. Father's/Husband Name																			
3. Sex: Male	Female	Ма	rk (√	()															
4. DOB (Certificate of Matriculation/S	econdary Schoo	I to be atta	ched as	the p	roof)				d	d	1	m	m	1 /	)	/	У	У	У
5. Marital Status 6. Nationality																			
7. Category: Note: Candidates claiming reservation should Pur Submit their caste certificate issued from UR										t (/) mark					7				
The con	npetent autho	rity.																	
8. Local Address																			
(for correspondence)																$\Box$			
City/District:												F	Pin						
State																			
9. Permanent Address																			
																$\neg$	$\neg$		

E/company secretary

City/District:					Pin				
State									
10. Telephone/	'Mobile No.:								
11. Email:									
12. Academic qu	alifications (Matric	onwards)							
Examination passed	Board/ Univers	ity Year	of Passing	Class/Division	% of marks	Subjects			
13. Working Ex	perience: (in asc	ending ord	er)	,					
Name of the		Dur	ation	Nature of duties	2				
Institution/ Department			Up to	performed	Reason for lo	eaving			
			Declar	ation					
			<u> Doolar</u>	<u> </u>					
			_	er/wife of		-			
declare that the	information given	as above are	correct and	complete to the best	t of my knowledge a	nd belief and no			
material/informatio	n has been conceal	ed, distorted of	or suppressed	d by me. My services (i	f selected) are bound	to be terminated if			
any evidence is for	und regarding the fa	lse information	n given by me	).					
Place:									
Date:					Signature of the Ap	plicant			

**Note:** 1. The candidates are requested to submit the self attested copies of the certificates regarding age, category, qualifications and experience with the application.

E/company secretary