



Bihar State Tourism Development Corporation Ltd.

A Government of Bihar Undertaking.



NOTICE INVITING APPLICATION FOR THE POST OF COMPANY SECRETARY

NIT. No: 02/115/Stha./24-25/60/25

Date: 09.01.2025

1. Bihar State Tourism Development Corporation Ltd. has been incorporated for the development of tourism in the State of Bihar. Its registered Office is located at Patna.
2. Bihar State Tourism Development Corporation Ltd. (BSTDCL) invites application for the post of Company Secretary on contractual basis with following criteria: -

SL. No.	Post	Essential Qualification	Desirable Qualification	Experience	Age till 31.01.2025	Pay Scale	Location
1	Company Secretary	He/ She should be graduate in any discipline and shall have a valid membership of Institute of Company Secretaries of India.	The candidate having law degree will be given preference.	The candidate must have atleast 5 Yrs of experience in company affairs in government undertaking or private sector	Upper age limit 50 Yrs.	90000/- per month with 5% increment every year.	Patna

General Condition:

1. The recruitment will be on contract for one year initially with provision of extension upon satisfactory performance till the age of 60 years and as per requirement of BSTDCL.
2. If educational qualification, experience certificate, age proof certificate, residential certificate, cast certificate or any other document submitted by the candidate are found false/invalid or fake then not only their contract will be terminated but criminal case will also be made against them. The consolidated pay and all allowances made during such period to them shall have to be reimbursed.
3. The Candidates recruited on Contract basis will not be treated as Govt. employee. after the recruitment, they will not be entitled for the regularization as government servant.
4. No person shall be eligible to apply/appointment, who has previously been dismissed, removed or compulsorily retired from the service of the Corporation or from a department of the Central Government or any State Government or from any public sector undertaking.
5. No person shall be eligible to apply/appointment, who has been convicted in a court of law for the offence involving moral turpitude. A person against whom criminal case is sub judice in the court of law shall also not be eligible for appointment.
6. Only shortlisted candidates will be called for interview. Selection for post of Company Secretary will be based on interview.
7. Any changes/updating/modification regarding this recruitment notice will be published only through official website of corporation. www.bstdc.bihar.gov.in
8. Application in the prescribed format and complete in all respect must be sent to Managing Director, Bihar State Tourism Development Corporation Ltd. Patna Beerchand Patel Path, Patna-800001, containing duly signed, Bio-Data, Self-Attested photocopies of all certificate and testimonials in sealed envelope only through speed/registered post/by hand so as to reach the above address on or before 31.01.2025 at 3.00 PM.
9. The name of the post applied for must be mentioned on the top of the envelope.
10. Applications received in other than the prescribed format/mode or Incomplete in any respect will summarily be rejected. Any disputes will be subject to the Patna Jurisdiction only.
11. No TA/DA will be given for attending the interview for the position.
12. The corporation reserves the right to cancel the advertisement without assigning any reason and no claims will be admissible against it.

Sd/-

General Manager

Bihar State Tourism Development Corporation Ltd. Patna

APPLICATION FORM FOR EMPLOYMENT IN BSTDC ON CONTRACTUAL BASIS

Post Applied For:

1. **Name (In Capital):**
2. **Father's/Husband Name:**
3. **Gender:**
4. **Date of Birth:**
5. **Age (As on 31.01.2025):**
6. **Category**
Gen/SC/ST/OBC:
7. **Domicile State:**
8. **Address & Contact Details:**

Mailing Adress	Permanent Adress	Full address of present employer if employed
Pin Code No.	Pin Code No.	Pin Code No.

9. **Aadhar Number** :
10. **Telephone No. with STD Code** :
11. **Mobile Number** :
12. **E-Mail Id:** :

13. Academic and Professional Qualifications:

Examination/ Course	Name of Course (Full time/ Part time)	Duration of the Course	Name of the Institution	Name of the University	Month & Year of Passing	Marks Obtained (in percentage)

14. Particulars of experience if any: Total Experience Years.

Sl. No.	Name of Address of the Employer	Post Held	period		Total		Job Profile
			From	To	Years	Month	

Certified that the information furnished above are true to the best of my knowledge. If any information provided above is found to be false at any stage of selection process, my candidature can be rejected.

Place:

Date:

Signature of the Candidate