

**CHHATTISGARH STATE POWER GENERATION COMPANY LIMITED
ADVERTISEMENT NOTICE FOR WEBSITE**

Recruitment to the Post of Company Secretary on Contract Basis

(Recruitment Year: 2026)

Advt. No. 03-11/HR-III/ 4470

Date: 7 JAN 2026

Applications are invited from Indian Nationals for the Post of Company Secretary in Chhattisgarh State Power Generation Company Limited on Contract Basis for a contract period of 02 years.

1. Post Details

Sl. No.	Name of Post	No. of Posts	Classification
1	Company Secretary	01 (UR/Open)	Class-II (Equivalent to Assistant Engineer)

2. Essential Qualifications (as on date of Advertisement)

- Associate Member of the Institute of Company Secretaries of India (ICSI).

3. Experience (as on date of Advertisement)

- **Essential:** Minimum 3 years' post-qualification experience as Company Secretary in a Government Company / Public Sector / Private Sector Company having either:
 - Paid-up capital of ₹100 Crores or more, OR
 - Annual turnover of ₹100 Crores or more.
- **Desirable:** Preference to candidates with minimum 1 years' experience in handling Company Law matters of Power Sector Government Company.

4. Age Limit (as on 01.01.2026)

Minimum Age	Maximum Age
25 Years	45 Years

5. Fixed Monthly Remuneration (*No changes during Contract Period*)

- The fixed Monthly Remuneration of Company Secretary would be Rs. 1,03,908/- during contract period.

6. Selection Process

- **Selection:** Based on academic qualifications and relevant experience followed by Personal Interview.
- **Merit List:** Prepared on cumulative scores. In case of tie, preference will be given in order of age (older candidate first).

7. Application Fee

Rs. 1500/- via online (Debit Card /Credit Card /UPI/Net Banking)

Bank Details:

- Bank: Punjab National Bank, Jai Stambh Chowk, Raipur
- A/c No.: 0399002100077680
- IFSC: PUNB0039900
- A/c Holder: AM(CAU), CSPGCL, Raipur

8. How to Apply

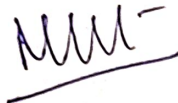
- Eligible candidates must apply in a prescribed application format accompanied with all the testimonials. The application must reach the following address up to 06/02/2026, 17:00 Hrs. via India Post :-

**EXECUTIVE DIRECTOR (HR),
Chhattisgarh State Power Generation Company Limited,
CS Power Companies Campus,
Shed No. 03, Dangania, Raipur (C.G.) 492013**

- Applications must be complete in all respects and accompanied by requisite fee payment and relevant documents.
- Incomplete applications or those without fee payment will be summarily rejected.

10. Important Instructions

- All documents and certificates will be verified during document verification.
- Appointment shall be provisional, subject to verification of character, antecedents, and medical fitness.
- Any misrepresentation, impersonation, or submission of forged documents will lead to disqualification.



Executive Director (HR)
CSPGCL:Raipur

CHHATTISGARH STATE POWER GENERATION CO. LTD.

छत्तीसगढ़ स्टेट पावर जनरेशन कंपनी लिमिटेड

(A Govt. of Chhattisgarh Undertaking)

(छत्तीसगढ़ शासन का एक उपक्रम)

CIN: U40108CT2003SGC015821

Format for Application

Important Notes:- (i) Before filling this form read the instructions carefully. (ii) All entries should be made in CAPITAL LETTERS (iii) The Application to be made strictly in the following format and to be filled in ENGLISH only. (iv) Please see the bottom of the application form for documents to be enclosed.

Please mark (☐) tick in the appropriate box

POST APPLIED FOR	COMPANY SECRETARY
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1. **Candidate's Name** (IN CAPITAL LETTERS) (please keep one box blank between name, middle name & surname)

[illegible]

2. **Father's/Husband's Name (IN CAPITAL LETTERS)** (please keep one box blank between name, middle name & surname)

[illegible]

- ### 3. Date of Birth

DD		MM		YY			

4. Age As on (01/01/2026)

DD	MM	YY

Please affix one
recent passport
size
Photograph self
attested

5. Post Category: Unreserved (UR) 6. Nationality: - Indian Any Other

7. Gender: Male ☐ Female ☐

8. Whether presently working ☐ ☐ 9. Total No. of Years of Experience

Payment of fee through online:-

RTGS/NEFT/IMPS No.	Date	Name of Bank	Branch Address	Amount (Rs.)

Candidate Name, Father's Name & contact number, should be written on the reverse side of bank transaction receipt. Fee must be paid online only.

11. Candidate's Address: (IN CAPITAL LETTERS Black Ball Point Pen Only)

Communication Address	Permanent Address
Name :	Name :
Father's Name :	Father's Name :
Address :	Address :
District :	District :
State : PIN:	State : PIN:
Contact No.	Contact No.
Tel. No. :	Tel. No. :

12. Educational Qualification:-

Exam Passed	Institution/University	% of Marks Obtained (Aggregate)	Year of passing

13. Experience: -

Name of Organization	From	To	Total Experience

DECLARATION

I hereby declare that all statements made in this application are true and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or not satisfying the prescribed eligibility criteria for the post applied for, my candidature is liable to be cancelled/rejected at any stage of selection.

PLACE :

DATE :

(Signature of the Applicant)

Self-attested documents to be enclosed with application:-

1. 10th Board Mark Sheet for verification of Date of Birth.
2. Copy of certificates/mark sheets regarding educational qualification etc.
3. Experience Certificates.