



**PUDUCHERRY AGRO PRODUCTS, FOOD AND CIVIL SUPPLIES
CORPORATION LIMITED (PAPSCO)
(A Government of Puducherry Undertaking)**

**Head Office : Agricultural Complex, Thattanchavady,
Puducherry – 605 009. Ph:0413 – 2249023.**

Puducherry Agro Products, Food and Civil Supplies Corporation Ltd., (PAPSCO), Puducherry invites application from professionally qualified candidates possessing the following qualification and experience:

Qualification : Essential : Associate Member of the Institute of Company Secretaries of India (ACS)

Desirable: Degree/Diploma in Business Administration

Experience : Two years of professional experience in reputed Company/
Government Undertaking as Company Secretary.

Age : Not above 40 years –

Scale of Pay : Rs.15,600 – 39,100 with Grade Pay of Rs.5,400/-

The eligible candidates submit their resume in the prescribed format, which can be down loaded from this website (or) can also be seen from the Notice Board of PAPSCO at Head Office, Puducherry, Branch Offices at Karaikal and Mahe regions and at the O/o. the Regional Administrator, Yanam during the office hours and send their application complete in every aspect alongwith the requisite enclosures by registered post addressed to the **Managing Director, Puducherry Agro Products, Food and Civil Supplies Corporation Limited** (PAPSCO), Agricultural Complex, Thattanchavady, Puducherry – 605 009 PH.No.0413 2249023/2249232, supercribed as **"Application for the Post of Company Secretary"**. The last date for submission of applications is upto **5.30 P.M. on 30.09.2013.**

The prescribed application format for the post is appended hereunder. The candidates are required to submit the application in the prescribed format along with the copies of Educational /Technical /Professional qualifications and experience certificate, duly attested by a Gazetted Officer:

The candidates have to produce all their original certificates, as and when called-for for verification and no original certificate is required to be sent along with the application. Applicants who are already in Govt. service, should submit their application through proper channel well in advance so as to reach this Office before the prescribed date and time.

The decision of the Managing Director of the Corporation as to the eligibility or otherwise of a candidate for admission to the recruitment shall be final. No interim enquiries will be entertained. Recruitment for the post will be made based on written test or oral interview or by both depending upon the number of applications received and at the decision of the management. The date, time, venue and subjects for the written test, if any, will be intimated to the eligible candidates later. The posts are purely adhoc basis. No TA/DA will be provided for appearing for viva-voce/interview/test.

Applications furnished without the requisite particulars/Certificates, incomplete or those received after the prescribed date & time will be summarily rejected and no further correspondence in this regard will be entertained. The undersigned reserves every right to accept (or) reject any application, enhance reduce the number of posts and to postpone/cancel the recruitment process with or without assigning any reason thereof.

Sd/-

**MANAGING DIRECTOR
PAPSCO**