



**JAMMU & KASHMIR TRADE PROMOTION ORGANISATION**  
(A J & K Govt. Undertaking)

Industries & Commerce Department

6<sup>th</sup> Floor, Jawaharlal Nehru Udyog Bhawan, Rail Head Complex, Jammu.

Website: [www.jktpo.in](http://www.jktpo.in) Phone No: 0191-2479924 E-mail: [contactjktpo@gmail.com](mailto:contactjktpo@gmail.com)

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**Advertisement For Hiring The Professional Services Of Company Secretary Floated  
vide Advertisement No. 01/2022 dated 08-08-2022**

Jammu and Kashmir Trade Promotion Organization is intending to hire the services of one Company Secretary for the organization initially for a period of twelve (12) months (extendable by further 06 months subjected to approval of Board of Directors and till permanent recruitment is done). The interested candidates shall submit their resume supported with allied documents related to the field in two cover pattern (Technical and Financial) offers in separate envelopes along with submission of self attested copies of the documents to the office of Managing Director, JKTPO, 6<sup>th</sup> Floor, JLN Udhog Bhawan, Rail Head Complex, Jammu-180012 on or before 24<sup>th</sup> August, 2022 (EOD) through Registered post/ Speed post/by hand. The selection criteria will be on QCBS basis (Technical: Financial = 60:40)

**Eligibility/Technical Qualification**

1. The candidate should be member of Institute of Company Secretaries of India.
2. The candidate should have completed graduation from any recognized University.
3. The candidate should have minimum experience of at least Five (05) years.
4. The age of the candidate should not exceed "50" years as on 01-01-2022
5. The candidate should be from Jammu division as he/she has to report to Head Office of the organization at Jammu 2-3 times in a week or as per the requirement of the organization.

**Duration of Contract**

The duration of the contract shall remain for a period of twelve (12) months or less in the first instance which can be terminated with a prior notice of one (01) month by Managing Director, JKTPO. The arrangement shall not confer any right to the candidate to claim any permanent absorption in the corporation.

**Job Profile**

The Company Secretary shall have to carry out the matters related to the:

- Corporation Secretarial assignments such as Report writing, preparation of Annual reports, Directors Report preparation etc.
- Compliance of various statutory, regulatory and other reporting
- Drafting notes of meeting Agendas, Drafting Minutes of meetings and all other documents.
- Organizing Board of Directors Meetings. Keeping the Board Members updated about their legal responsibilities, Corporate Governance.
- Safe Custody of the corporation seal.

- Representation of the Corporation in the legal and services matter.
- Attending various meetings of the Corporation with Board of Directors.
- Authenticate the proceedings of meetings and other documents.
- Any other matter related to job profile of Company Secretary.

**Financial Bid:**

The Financial bid should be quoted as Professional Charges per month (including taxes) in INR.

**Selection Criteria**

<u>S. No.</u>	<u>Parameters</u>	<u>Basis of Marks</u>	<u>Maximum Marks</u>
<b>A. Technical Criteria</b>			
1.	Years of membership of Institute of Company Secretaries of India.	3 marks each for each year	30
2.	Working experience as Company Secretary with Government/Semi – Government Departments /PSUs/ Banks	02 marks for each assignment/ work order	20
3.	Post Graduation (M.Com / MBA)	Pro rata basis	10
			<b>60 marks</b>
<b>B. Financial Bid</b>			<b>40 marks</b>

The bids received will be evaluated using Quality cum Cost Based Solution (QCBS) as under:

- After the Technical Evaluation, the committee will evaluate each of the Technically Qualified bidders' response on the basis of technical and financial parameters. The weightage of technical and financial parameters will be in the ratio of 60:40 respectively.
- The Bidder with lowest qualifying Financial Bid (L1) will be awarded 100% score. Financial Scores for other than L1 Bidders will be evaluated using the following formula:  
 Financial Score of a Bidder (Fn) = {(Financial Bid of L1 / Financial Bid of Bidder) x 100} % (Adjusted to two decimal places)
- The Technical and Financial scores secured by each bidder will be added using weightage of 60% and 40% respectively to compute a Composite Bid Score.
- The Bidder securing the highest Composite Bid Score will be adjusted as the most responsive bidder for award of the Project. The overall score will be calculated as follows:

$$\langle B_n = 0.60 * T_n + 0.40 * F_n \rangle$$

**Where**

**B<sub>n</sub> = overall score of the bidder**

**T<sub>n</sub> = Technical score of the bidder (out of maximum of 60 marks)**

**F<sub>n</sub> = Normalized financial score of the bidder**

**Note:**

- **The bid Opening date is 25<sup>th</sup> August, 2022 at 4:00 PM in Head Office of JKTPO, 6th Floor, JLN Udhog Bhawan, Rail Head Complex, Jammu-180012. The Bidders are requested to be present at the time of opening of bids. Further, Tender will be opened on aforementioned date and time even if no bidder is present.**
- The interested candidates are advised to furnish their bid in two separate envelopes clearly indicating one as Technical Bid and the other as Financial Bid through Registered post/ Speed post/by hand in Jammu Office. The documents required for Technical Criteria (includes Annexure A) should be included in Technical Bid envelope
- The candidates are advised not to furnish any particulars or information, which cannot be supported by documentary evidence while applying. In case the information/documents at any stage are not found within the eligibility criteria for the job applied – for his/her candidature will stand cancelled ab-initio. Moreover, the Corporation shall not be responsible for any postal delay/loss in transit in submission of documents within the specified time.
- The Financial Bid of only those participants will be opened who qualifies the Technical Bid based on above mentioned eligibility criteria. The applicant/bidder scoring maximum marks will be selected.
- The JKTPO has every right to modify/cancel the above notification at any stage without assigning any reason. Mere submission of application shall not confirm any right to the candidate to claim his/her selection for the post.
- Modification/Corrigendum/Extension, if any granted, will be uploaded on [www.jktpo.in](http://www.jktpo.in) only.



**(Dr. Devansh Yadav) IAS  
Managing Director  
JKTPO**



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**Annexure A- To justify the Technical Criteria Clause**

<u>S. No</u>	<u>Name of the Organization with the work has been executed</u>	<u>Length of contract</u>	<u>Documents Attached</u>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

**Note:** Documents attached as proof of experience should be Work Order or Agreement or Completion Certificate.