

**UTTARAKHAND SEEDS AND TARAI DEVELOPMENT CORPORATION LTD.**  
**PANTNAGAR,P.O. HALDI, DISTT. UDHAMSINGH NAGAR**

**WALK-IN-INTERVIEW**

Applications are invited for filling up the following posts by deputation or on Contractual basis :

Sl. No.	Name of Post	Pay Band	Grade Pay	Number of Post					Remarks
				S C	S T	OB C	GE N	Total	
1.	Chief Marketing Officer	Rs. 37400-67000	Rs. 8700	-	-	-	01	01	Deputation or Contractual Basis
2.	Joint Chief Marketing Officer	Rs. 15600-39100	Rs. 7600	-	-	-	01	01	-do-
3.	Company Secretary (Consultant)	-	-	-	-	-	01	01	Consultant

[A] Prescribed Educational Qualification and experience are as under :-

**1. For the Post of Chief Marketing Officer**

- (i) **Qualification** : Master's Degree in Agriculture/Commerce/Economics, Preference will be given to M.B.A.
- (ii) **Experience** : Candidate must have 15 years experience in highly reputed Institution/Organization of Seed Marketing, Fertilizers. Preference will be given to candidate having specialization in Marketing of Agriculture produce, and Sale/Procurement/Trading of Agro products including one year experience in the pay scale of Rs. 15600-39100 Grade pay Rs. 7600 or equivalent pay scale.
- (iii) In Condition of Contractual basis recruitment fixed remuneration for the post of Chief Marketing Officer would be Rs. 90,000.00 per month.

**2. For the Post of Joint Chief Marketing Officer**

- (i) **Qualification** : Master's Degree in Agriculture/Commerce/Economics, Preference will be given to M.B.A.
- (ii) **Experience** : Candidate must have 7 years experience in sale of seeds, Fertilizers, Agriculture produce and Sale/Procurement/Trading of Agro products Two year experience in the pay scale of Rs. 15600-39100 Grade pay Rs. 6600 or equivalent pay scale.
- (iii) In Condition of Contractual basis recruitment fixed remuneration for the post of Joint Chief Marketing Officer would be Rs. 60000.00 per month.

**3. For Company Secretary Consultant**

- (i) **Qualification** :  
The candidate must be Associate Member, Institute of Company Secretaries of India and should also have minimum experience of 5 years in Company Secretarial Works.
- (ii) **Work** :

- All Board of Directors matters, advising the Directors, discharging specific duty assigned by Board and all corporate matters.
- Convening and attending the BOD/Audit committee meetings, AGM and EOGM Legal Compliances under various laws, all compliances under the Companies Act and filling all returns required to be filled under the Act.
- Supervising the maintenance of all statutory records to be maintained.
- All legal matters and giving the legal advice as and when asked.
- Advising in the matters of Accounts and Finance and finalization of the Annual Accounts.
- Assist the management in the matters of Human Resource and Administration and Labour Laws.
- Any other work assigned by Managing Director from time to time.

[B] (i) **Nationality** : For direct recruitment, the candidate should be (a) Citizen of India (b) Candidate migrated from Tibet to in India before January 1962 with intention of becoming Indian citizen (c) Indian origin migrated to become Indian citizen from Pakistan, Burma, Sri Lanka or eastern African countries viz Kenya, Uganda or United Republic of Tanzania.

(ii) **Maximum Age** : 42 years However, in case of exceptionally qualified person, Suitable age relaxation may be considered.

(iii) Incomplete application will not be considered.

(iv) Attested copies of the certificate and mark sheet proving qualification, Age, experience etc. should also be attached with the application.

(v) The application complete in all respects may be sent to Managing Director, Uttarakhand Seeds And Tarai Development Corporation Ltd. Pantnagar, P.O. Haldi, Distt. Udham Singh Nagar (U.K.) 263146 through Registered post/Speed post only and the application must be reach on above address upto dated 18 February, 2018 Application sent through courier or submitted directly or received after the due date will not be considered.

(vi) The candidate finally selected will be posted in the office of the Corporation situated anywhere in the Country.

(vii) The Corporation reserves the right to fill or not to fill any or all the posts so advertised. All disputes are subject to Distt. Udham Singh Nagar (U.K.) Jurisdiction.

[C] **HOW TO APPLY** : Application affixed with recent passport colour photograph on plain paper covering Name, Date of Birth, Qualification, Experience, Permanent and Correspondence, Addresses etc. should reach the office of the Managing Director latest by dated 18 February, 2018.

[D] **SELECTION PROCEDURE :-** Selection will be made through conducting Interview if the applicants found in order.

**Managing Director**