

TSRTC ET & CCS LIMITED
requires **CHARTERED ACCOUNTANT**

TSRTC ET & CCS LTD., is one of the best run credit co-operative society in the State of Telangana. We are looking for meritorious candidates with **CA** qualification to work as Secretary (Chief Executive) with the scale of pay Rs.36500-2000-86500 + Grade pay of Rs. 5500/- + Allowances (CTC would be approximately Rs. 11 lakhs per annum).For details view our website - <http://tsrtc.telangana.gov.in/ccsinfo>. Last Date for submission of application is 15.12.2016.

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- TSRTC EMPLOYEES' THRIFT & CREDIT CO-OPERATIVE SOCIETY LTD., invites applications for the post of Secretary (Chief Executive) from qualified **CA** candidates.
- The selected candidate will have to undergo training for a period of FOUR (4) months.
- On successful completion of training the candidate will be appointed as the Secretary.
- The selected candidate shall execute a BOND for a period of TWO years.
- The scale of pay would be Rs.36500-2000-86500 + Grade Pay of Rs. 5,500/- + Allowances (CTC would be approximately 11lakhs per annum).
- The last day for submission of applications is 15.12.2016.

INSTRUCTIONS TO THE APPLICANT:

1. The candidate shall be a qualified CA .
2. The candidate should be a native of Telangana State. For claiming native status the candidate should submit the study certificates issued by Schools in which the candidate studied from class IV to Class X.
3. Shortlisted candidates will be called for Interview
4. Short listing of candidates will be based on a transparent method constituting weightages given for
 - a. Percentage of marks in CA,
 - b. Possession of Additional Qualification
 - c. Post qualification experience in relevant field (Cooperative societies, Cooperative Banks, Commercial Banks, Central/State PSUs)
5. Following are the guidelines for claiming Weightage for Additional Qualification.
 - a. Only CS / ICWA will be considered as additional qualifications
 - b. Self attested copy of the Additional Qualification Certificate has to be submitted along with the Application form.
6. Self-attested Marks Memos of qualifying examination shall be submitted along with the application.
7. For claiming Weightage for the Post Qualification Experience, the candidates have to produce experience certificate from the competent authority of the organization in the annexed format .
8. Age shall be less than 35 years as on 01.07.2016. Age relaxation upto 5 years is admissible to the candidates belonging to SC/ST/BC communities. Candidates claiming age relaxation shall submit a self attested copy of Integrated Caste Certificate issued by MRO/TAHASILDAR

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9. How to Apply : Candidates should submit their application in the proforma annexed to this notification, duly affixing a recent passport size photograph on the application.
10. The application should be sent by REGISTERED POST/SPEED POST to the following address

**VICE-CHAIRMAN,
TSRTC ET&CCS Ltd.,
Post Box No. 1819,
Azamabad,
HYDERABAD – 500 020**

11. The applicant should clearly mention the following on the cover
“ APPLICATION FOR THE POST OF SECRETARY ”
12. Application Fee: Candidates should enclose a Demand Draft of Rs.500 drawn in favor of TSRTC ET & CCS Ltd., payable at Hyderabad.
13. The persons already in Government Service/ Autonomous bodies/ Government aided institutions etc., whether in permanent or temporary capacity or as work charged employees are required to inform in writing to the Head of Office / Department, as the case may be and required to submit the “No objection” from the concerned Head of Office / Department to the Commission as and when required to do so.

The society reserves the right to cancel the recruitment process at any stage/at any time without assigning any reasons.

**Sd/-
VICE CHAIRMAN
TSRTC ET & CCS Ltd.,**

JOB DESCRIPTION OF THE SECRETARY

1. Secretary is the Chief of the administration and fully responsible for administering the staff and responsible for maintaining discipline in the Office of the Society.
2. Procurement of Funds from TSRTC - Recoveries affected from the Members Salary shall be remitted by TSRTC to Society Office during the first week of the month succeeding to the month of recovery affected from the members' salary. Receiving all monies on behalf of the Society and issue receipts, pay all cost of management and working expenses out of the funds of the Society.
3. Maintaining liaison with TSRTC is in receiving funds and other coordination works involving the administration of TSRTC. Maintaining public relations with Members and other officials of TSRTC.
4. Convening of General Body Meetings, Managing Committee Meetings, Sub-Committee Meetings, etc. General Body Meetings with all Delegates (numbering nearly 260) shall be held twice in a year while Managing Committee Meetings with elected Members (numbering nearly 10) will be held at least once in two months. Sub-Committee Meetings will be held for sanction of housing loans, staff matters, printing of diaries, purchases, etc., as and when required. Preparing Agenda & supporting notes for convening of meetings, apprising Members of the Meeting regarding the issues placed in the Agenda, Drafting of Minutes of the Meetings and taking approval of the Chairman of the meeting, etc.
5. Preparation of General Body Report mentioning all the transactions that have taken place during the reporting period, preparation of Trial Balance, Profit & Loss Account, Receipts & Payments Account, Annual Budget, Funds Flow Statements, Institute, defends and conducts legal proceedings on behalf of the Society.
6. The Secretary shall be the Officer to sue or be sued on behalf of the Society and all bonds in favor of the Society shall be in the name of Secretary subject to the general directions of the Managing Committee.
7. Conducting elections to Delegates/Managing Committee Members once in Five years.
8. Maintaining liaison with Cooperative Department, Financial Institutions, Cooperative Management Colleges/Institutions, etc.
9. Admitting Shareholders of the Society, maintaining proper Books of Accounts as prescribed in the Cooperative Societies Act.
10. Secretary should perform the duties as per Telangana State Cooperative Societies Act & Rules, Bye-laws of the Society, Service Regulations as adopted by the Society & all other Acts of State/Central Government that are applicable to Society from time to time.

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APPLICATION FOR THE POST OF SECRETARY, TSRTC ET&CCS

1	NAME (As mentioned in the SSC memo)				
2	FATHER'S NAME				
3	DATE OF BIRTH				
4	AGE AS ON 01.07.2016				
5	COMMUNITY	SC / ST / BC / OC			
6	NATIVITY	(Telangana/ _____ (please specify)			
6A.	STUDY PARTICULARS FROM IV CLASS TO X CLASS				
class	Name of the School	Year of passing	City/ Town	District	
4th					
5th					
6th					
7th					
8th					
9th					
10th					
	DETAILS OF MARKS OBTAINED IN BASIC QUALIFICATION (CA)				
	NAME OF THE EXAMINATION /PAPER	YEAR OF PASSING	MAX MARKS	MARKS OBTAINED	PERCENTAGE
7					
8	ADDITIONAL QUALIFICATIONS	1			
		2			
		3			

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WORK EXPERIENCE			
	NAME OF THE POSITION	NAME OF THE ORGANISATION	FROM TO
10			
11	MARITAL STATUS	MARRIED / UN-MARRIED	
12	ADDRESS FOR CORRESPONDENCE		
13	PERMANENT ADDRESS		
14	CONTACT NUMBER (MOBILE)		
15	CONTACT NUMBER (RESIDENCE)		
16	E-MAIL ID		

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SIGNATURE

PLACE

DATE

FORMAT OF CERTIFICATE TO BE PRODUCED BY CANDIDATES CLAIMING POST QUALIFICATION EXPERIENCE

1	NAME OF THE ORGANISATION	
2	ADDRESS	
3	CERTIFICATION	<p>This is to certify that, Sri/Smt/Kum _____ , s/o, d/o _____ , has worked in this organisation from _____ to _____ as _____ (please mention the designation) .</p> <p>During this period, his conduct and performance was satisfactory. We have no objection in forwarding his application for the post of Secretary/ TSRTC ET&CCS)</p>
4	SIGNATURE AND STAMP OF THE OFFICER	
3	NAME OF THE OFFICER ISSUING THIS CERTIFICATE	
4	DESIGNATION OF THE OFFICER ISSUING THIS CERTIFICATE	
5	MOBILE NUMBER OF THE OFFICER ISSUING THIS CERTIFICATE	
6	MOBILE NUMBER OF THE OFFICER ISSUING THIS CERTIFICATE	
7	OFFICE LAND LINE NUMBER OF THE OFFICER ISSUING THIS CERTIFICATE	
8	OFFICIAL E-MAIL ID OF THE OFFICER ISSUING THIS CERTIFICATE	

Noted .