



SOLAPUR CITY DEVELOPMENT CORPORATION LTD.

Recruitment Notice



Solapur City Development Corporation Ltd is established for implementation of Project Under Smart Cities Mission. The Company is registered Under Companies Act,2013.

Application are invited for following post on Contract/Deputation/transfer amongst officers of the Central Government /State Government / Union territories/ Municipal Corporations. Period of deputation for this post is initially for a period of One year. Which may be extended further as per guidelines.

Name of The Post	No.Of Vacancy	Educational and Professional Qualification
Company Secretary	01	1.Graduate in Commerce 2.Qualified Company Secretary from the Institute of Company Secretaries of India

Last date for submission of application in prescribed Proform attach herewith:-
28th July 2020 during Office hours.

If any Govt. Employee / ULB employees applies he will be given priority.

Detailed Advertisement and how to apply is available on website: -
www.solapurcorporation.gov.in

Outward No.Smart/335
Date:- 22/07/2020
Place:- Solapur

(P.Siva Sankar IAS)
Commissioner SMC and
Chief Executive Officer
Solapur City Development Corporation Ltd.

JOB PROFILE

Company Secretary

The Company Secretary is the executive head responsible for compliance management of SCDCL. He/She is responsible for compliance with the provision of Companies Act, 2013, reporting to Registrar of Companies and to co-ordinate with various officials of the Company, including Consultants.

Roles and Responsibilities :

- Ensure compliance of the provisions of Companies Law and rules made thereunder and other statutes and bye-laws of the company
- Ensure that business of the company is conducted in accordance with its objects as contained in its memorandum of association
- Ensure that affairs of the company are managed in accordance with its objects contained in the articles of association and the provisions of the Companies Law.
- Prepare the agenda in consultation with the Chairman and the other documents for all the meetings of the board of directors
- Arrange with and to call and hold meetings of the board and to prepare record of proceedings
- Attend the board meetings in order to ensure that the legal requirements are fulfilled, and provide such information as are necessary
- Prepare, in consultation with the chairman, the agenda and other documents for the general meetings
- Arrange with the consultation of chairman the annual and extraordinary general meetings of the company and to attend such meetings in order to ensure compliance with legal requirements and to make correct record thereof
- Carry out all matters concerned with the allotment of shares, and issuance of share certificates including maintenance of statutory Share Register and conducting the appropriate activities connected with share transfer
- Maintain custody of the seal of the company

Educational Qualifications :

- Graduation in Commerce, qualified Secretary from ICSI.
- Fluency in English and Marathi Written/verbal communication skills are a must
- Demonstrated experience in preparing agendas, calling, attending meeting of various authorities and preparing their correct proceedings.
- Have sufficient knowledge and literacy in computer applications.

Desirable Qualification :

- Preference will be given to Law Graduate/Master's degree in Law.
- Preference will be given to employee of Government / ULB department having similar experience.

Location : Solapur

Employment Terms: Contract/Deputation basis

Salary- Commensurate with educational qualification and experience in related field/ existing pay scale for current Govt./ ULB employee.

How to apply :

Interested and eligible candidates are requested to download the application form given on the website: solapurcorporation.gov.in and fill up and submit the scan copy of application to **Email ID - solapurcitydcl@gmail.com**. In the email for submission of application, please mention in the subject as **"APPLICATION FOR THE POST OF COMPANY SECRETARY"**

Selection Process:

Mode of Selection process will depend upon number of application received, and will be decided accordingly. No separate communication will be made to non-eligible candidates.

Terms & Conditions:

- 1) Appointment will be on purely temporary and on contract basis, initially for one Year, which may further be extended for further period, as per requirement.
- 2) Candidate should be well conversant with English and Marathi Language.
- 3) If the selected candidate wants to leave the job, he is required to give two months prior notice to that effect to the Company.
- 4) All rights for appointment and removal are vested with the CEO of the Company.
- 5) Selected candidates will be required to submit on stamp paper of Rs. 100/- that all the terms and conditions are agreed and binding on him.
- 6) No application will be considered, if received beyond prescribed submission period.

Important Date

Last date for submission of application is: 29th July 2020 during office hours i.e. till 6 p.m.

Date: 22nd July 2020
Place= Solapur.

P. Siva Sankar IAS
Municipal Commissioner, SMC
Chief Executive Officer,
Solapur City Development Corporation Ltd

SOLAPUR-CITY DEVELOPMENT CORPORATION LTD.

Applications are invited for the following post –
Company Secretary

Sr. No.	Name of the post	Educational Qualification
01	Company Secretary (One post)	1) Graduate in Commerce from any recognized University or Institute And 2) Qualified Company Secretary from ICSI

How to Apply:

Interested & eligible candidates are requested to download the application form given on the website: www.solapurcorporation.gov.in and fill up and submit the scan copy of application to Email Id - solapurcitydcl@gmail.com. In the email for submission of application, please mention in the subject as "APPLICATION FOR THE POST OF COMPANY SECRETARY"

Selection Process:

Mode of Selection process will depend upon number of receipt of application and will be decided accordingly. No separate communication will be made to non – Eligible candidates.

Terms & Conditions:

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Last date for submission of application is: 29th July 2020 during office hours i.e. till 6 p.m.

Date : 22/07/2020

Place :- Solapur

Encl: APPLICATION FORMAT

(P.Siva Sankar, IAS)
Municipal Commissioner, SMC &
Chief Executive Officer
Solapur-City Development Corporation Ltd.

SOLAPUR-CITY DEVELOPMENT CORPORATION Ltd.
CIN : U74990PN2016SGC158985
Regd. Office : Solapur Municipal Corporation, Indrabhuvan, Railway Lines, Sola

APPLICATION FORMAT FOR RECRUITMENT
(ONE FORM FOR ONE POST ONLY)

PASTE RECENT
PASSPORT SIZE
PHOTOGRAPH

1. Post Applied For :

2. Personal Details

a) Name		b) Father's Name/Husband's Name	
c) Date of Birth		d) Age as on today	
e) Sex		f) Marital Status	
g) Passport Details (No. & Valid upto)		h) Place of Issue Passport	
i) Category (SC/ST/OBC/GEN)		Nationality	

3.		Address for Correspondence	Permanent Address
	Address		
	Tel. No.		
	Mobile No.		
	E-Mail		

4 (a). Academic Qualifications in descending order

Sl. No.	Examination Passed	Name of Institution/University	Year of Passing	% of Marks/ Grade	Specialization

4 (b). Professional Qualifications

Sl. No.	Examination Passed	Name of Institution/University	Year of Passing	% of Marks/ Grade	Specialization

4 (c). Certification (if any)

Sl. No.	Course/ Certification	Field	Name of Institution/University	Year of Passing

(Signature of Candidate)

5 (a)

Employment Records
(Current Employment Record)

Sr. No.	Organization	Designation	Pay	Period		Job Description
				From (dd/mm/yyyy)	To (dd/mm/yyyy)	

5 (b) Past Experience :

Sr. No.	Organization	Designation	Pay	Period		Job Description
				From (dd/mm/yyyy)	To (dd/mm/yyyy)	

(Signature of Candidate)

5 (c) Adequacy for the Assignment

Essential skill sets	Quote the Serial No. of assignment handled by you which provides this skill sets.
1) (Area of Skill sets)	
2)	
3)	

Personal Statement of Objective (In 250 words, please state your long term career objectives and how you would be most suited to handle this assignment and reasons you should be selected for this post)

Reference (Two)

6 Expected Salary :

7.	Any other information relevant to the job :

Note :

1. If the sheets above are not sufficient please attach extra sheets, wherever necessary.

2. Mentioned the list of documents attached alongwith the form.

(a).....

(b).....

(c).....

I certify that the information given above is true and correct.

(Signature of Candidate)