



SOLAPUR CITY DEVELOPMENT CORPORATION LTD.
Recruitment Notice

Application are invited for the following post-
Company Secretary

For the post are purely temporary and on contract basis for a period of 1 year



Smart City
MISSION TRANSFORM NATION

Sr No.	Name of The Post	Educational Qualification
01	Company Secretary (One post) Consolidated Pay Rs.35,000/- per month Age- 25 to 45 yrs	Graduate in Commerce from any recognized University or Institute And Qualified Company Secretary from ICSI Experience – 3 year's of post qualification experience as Company Secretary / Asst. Company Secretary. Demonstrated experience in Preparing Agendas, Calling, attending meeting of various authorities and preparing their correct proceedings, including reporting to Registrar of Company.

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

Last date for submission of application: - 30th March 2019.

Outward No.Smart/199

Date:- 14/03/2019

Solapur

Deepak Taware (IAS)
Commissioner SMC and
Chief Executive Officer
Solapur City Development Corporation Ltd.

SOLAPUR-CITY DEVELOPMENT CORPORATION LTD.

**Applications are invited for the following post –
Company Secretary**

For the post are purely temporary and on contract basis for a period of 1 year.

Sr. No.	Name of the post	Educational Qualification	Experience
01	Company Secretary (One post) Consolidated Pay Rs. 35,000/- per month Age- 25 to 45 yrs	Graduate in Commerce from any recognized University or Institute And Qualified Company Secretary from ICSI	3 year's of post qualification experience as Company Secretary / Asst. Company Secretary. Demonstrated experience in Preparing Agendas, Calling, attending meeting of various authorities and preparing their correct proceedings, including reporting to Registrar of Company.

Note: Local candidates will be preferred.

How to Apply:

Interested & eligible candidates are requested to download the application form given on the website: solapurcorporation.gov.in and fillup 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"

Selection Process:

After scrutiny of application, eligible candidates will be called for written examination or Personal interview or both. Intimation of date for written examination or personal interview or both will be communicated to eligible candidate through email only. No complaint for non-receipt of call will be entertained. No separate communication will be made to non-eligible candidates either for written exam or for interview, if any.

Terms & conditions:

- 1) Appointment will be on purely temporary and on contract basis. No benefits available for regular Government employees will be available to the selected candidates. No right for permanency will be available.
- 2) If the selected candidate wants to leave the job, he will require to give two months prior notice to that effect to the Company. Since appointment is on contract and purely temporary, selected person can be removed without any notice therefor.
- 3) All rights for appointment and removal are vested with the Chairman /CEO of the Company.
- 4) Selected candidates will be required to submit on stamp paper of Rs. 100/- that all the terms and conditions are binding and agreed to him.

Important Date:

Last date for submission of application is: 30th March 2019.

Date:
Solapur

Encl: APPLICATION FORMAT



(Mr. Deepak Taware IAS)
Municipal Commissioner, SMC &
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 coordinate with various officials of the Company, including Consultants.

Roles and Responsibilities :

- Ensure compliance of the provisions of Companies Law and rules made there-under 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 CEO/ 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 CEO/ chairman, the agenda and other documents for the general meetings
- Arrange with the consultation of CEO/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 ; 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/Masters degree in Law

Location : Solapur

Employment Terms : Contract/Deputation basis

Scale of Pay: Rs. 35,000/- PM

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 :

After scrutiny of application, eligible candidates will be called for personal interview. No complaint for non-receipt of call will be entertained. 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 Marathi Language.
 - 3) No benefits available for regular Government employees will be available to the selected candidates. No right for permanency will be available.
 - 4) If the selected candidate wants to leave the job, he will require to give two months prior notice to that effect to the Company. Since appointment is on contract and purely temporary, selected person can be removed without any notice therefor.
 - 5) All rights for appointment and removal are vested with the Chairman/CEO of the Company.
 - 6) 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.
- Important Date
Last date for submission of application is 30th March 2018.

Date: 14th March 2018
Solapur.



Deepak Taware, IAS
Municipal Commissioner, SMC
CEO, SCDCL

SOLAPUR-CITY DEVELOPMENT CORPORATION Ltd.

CIN : U74990PN2016SGC158985

Regd. Office : Solapur Municipal Corporation, Indrabhuvan, Railway Lines, Solapur

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 Total Post Qualification Experience in years :

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)