



Pimpri Chinchwad Smart City Ltd  
Auto Cluster & Research Institute, MIDC Chinchwad, Pune 19

## Recruitment of Company Secretary

The company invites applications for recruitment to the following post mentioned below :

Sr.No.	Name of Post	Total post	Tenure	Remunerataion P.M.
1	Company Secretary	01	11 months	75000/-

For further details, qualification, criteria etc. please visit Pimpri Chinchwad Smart city Ltd Company's Website [www.smartcitypimprichinchwad.in](http://www.smartcitypimprichinchwad.in) .

Eligible applicants can apply by submitting their applications, CV and certified documents of qualification, experience, age proof etc to the given postal address as well as by email ([smarcity @pcmcindia.gov.in](mailto:smarcity@pcmcindia.gov.in)) within fifteen days from the publication of this advertisement. Incomplete applications and applications received after the due date will not considered. Please note that only short-listed candidates will be invited for interview/selection process.

Sd/-  
Chief Executive Officer  
Pimpri Chinchwad Smart City Ltd  
Chinchwad 411019

## Qualification

1. The candidate should be graduate in any discipline from a recognized university/ institute and an Associate member of the Institute of Company Secretaries of India.
2. Candidate should not be more than 50 years of age
3. Candidates with additional LLB degree from a recognized university/ institute will have an additional advantage for the position.
4. The candidate must have at least 3 years of experience working as company secretary in an organization of similar size.
5. Candidates with previous experience of working in an infrastructure company will have an additional advantage for the position.
6. Candidate should have thorough knowledge of Indian Companies Act 2013 and its rules and regulation. The candidate should possess good communication skills in English, Marathi and Hindi and working knowledge of computer and operations.

## Terms and Conditions

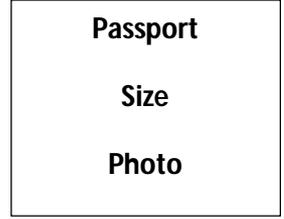
1. This appointment will initially be on contract basis for a period of 11 months. The right to extend the term of the contract from time to time shall be subject to the approval of the Board of Directors. However, extension of such term, shall not be more than 11 months. In this way, the appointment can be extended at least 3 times. Thereafter, if the competent authority thinks that the candidates is required to be re-appointed, then that candidate will have to go through the re-selection process. PCSCL shall have the sole right to make decisions in this regard.
2. During the service period on the honorarium, the candidate shall be entitled for consolidated pay as prescribed. the consolidated pay of the present days will be paid as prescribed. No benefits, entitlements, financial and ancillary benefits that are applicable to regular pay staff shall be paid.
3. The candidate shall be selected through interview process. The date of the interview will be communicated to the candidates later. PCSCL reserves the right to select or reject any candidate.
4. Applications received after the due date will not be considered.
5. Applications which do not fulfill the criteria for the post shall not be considered. Such applications shall also not be answered.
6. Candidates having qualifications and experience for the post are required to submit their application in the given format within the due date.
7. PCSCL has the sole right to decide whether or not to fill the post .

## Responsibilities

1. Prepare and file various statutory returns and reports and ensure adherence to all secretarial compliances including the compliances specified under company act 2013 and other relevant act such as taxations.
2. Convene and organize the Annual general meeting, the board of Directors meetings, the Executive committee meetings, the Extra Ordinary meetings, City level advisory meeting including preparation of the notice as well as the circulation of the meeting agenda and preparation of draft minutes of the meeting
3. Ensure all meetings are convened as per norms and statutory guidelines
4. Ensure accurate and timely recording of approved minutes of meetings convened and conducted, including the AGM, the EGM and the BOD
5. Ensure and monitor overall compliance with laws and regulations and act as compliance officer for companies Act before the Board of Directors of SPV
6. Maintain and update
7. all statutory records and registers
8. Advise the company on arbitration, negotiation and conciliation in commercial disputes between various parties and prepare draft wherever required

Sd/-  
Chief Executive Officer  
Pimpri Chinchwad Smart City Ltd  
Chinchwad 411019

**Application Form**



To,  
Chief Executive Officer  
Pimpri Chinchwad Smart City Ltd.  
Chinchwad, Pune-411019

**Sub - Regarding appointment of Company Secretary Post.**

**Ref - Dated-13/02/2020 advertisement in \_\_\_\_\_ this  
Newspaper as well as on the website [smartcity@pcmcindia.gov.in](mailto:smartcity@pcmcindia.gov.in)**

Respected Sir,

As per the contextual advertisement, I am holding the necessary academic qualification for the Post of Company Secretary and submitting the details as follows.

1. Full Name : .....
2. Full Address (zip code) : .....  
.....
3. Mobile No. ....
4. Date of Birth : ..... (DD/MM/YY)
5. Gender : Male / Female
6. Caste : ..... (copy of the accompanying certificate must be attached)
7. Details of the Educational Qualification held by the Applicant. (Need to connect with the truth)

Sr.No.	Educational Qualification	Passing Year	Marks	Percentage

8. Languages Known: .....
9. Details of the Experience: .....  
(Need to connect with the truth)

The above mentioned statement in true and correct and is attached to the authenticity of the required certificate. I hereby certify that, on the basis of this information, if the information above is found to be false or inaccurate, I will be eligible for termination of honorary appointment. Also, if Pimpri Chinchwad Smart City takes legal action against me, I will not have any complaint.

Place :

Date :    /    /2020

**Signature of Applicant**