

ಹುಬ್ಬಳ್ಳಿ ಧಾರವಾಡ
HUBBALLI DHARWAD



ಸ್ಮಾರ್ಟ್ ಸಿಟಿ ಲಿಮಿಟೆಡ್
SMART CITY LIMITED



Special Purpose Vehicle for Implementation of Smart City Project
(Registered Company No. CIN : U74999KA2017 PLC 101265)

No:HDSCL/Notification/CS/2021-22

Date : 19-03-2022

RECRUITMENT NOTIFICATION FOR COMPANY SECRETARY

Hubballi-Dharwad Smart City Limited (HDSCL) is a Special Purpose Vehicle, entrusted with the responsibility of implementation of Smart City projects in Hubballi-Dharwad city. The special pupose vehicle registered under public company Act 2013. All the implementing projects are funded by Gol, GoK & Local ULB fund.

Present Hubballi-Dharwad Smart City Limited invites experienced and qualified person for the post of full time Company Secretary.

Job Profile of the post sought to be filled up :

Post	Qualification & job Description
Company Secretary	<p>Qualification :</p> <ol style="list-style-type: none">1. Membership of The Institute of Company Secretaries of India;2. Minimum 3 year post qualification experience as a Company Secretary in a Public Ltd., Co., with Authorized Share Capital of not less than Rs. 10 Crores.3. MBA (Finance) by any recognized university will be given additional weightage. <p>Responsibilities :</p> <ul style="list-style-type: none">• Responsibility of managing all Board & Secretarial matters which includes conducting of board meeting, Board Sub committee Meeting & General body Meetings;• Compliance with provision of the Company Law & other relevant laws including filling various e-forms, e-returns & other statutory reports of information sought by government;• Advising the Board on legal and procedural aspects and corporate social responsibility;• General Administration, shareholder communication, corporate & Government, Discharging the duties with role & responsibility as per the companies act 2013• Dealing with correspondence, collating information and writing reports.• Corporate Finance, Investments, Risk Assessment and Strategic Planning

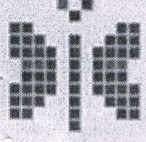
Aspirants have to submit their application in standard CV format, with relevant qualification and experience certificates along with any other weightage documents addressing to Managing Director, Hubballi-Dharwad Smart City Limited, Karnataka state, 4th floor 'E' block, IT Park, Hubballi-580020 for further details kindly contact during office hours Phone : 9972261628 or 0836-2355331, 2355322 so as to reach above mentioned address before on 16-04-2022 by E-mail smartcityhubballidharwad@gmail.com, and hard copy in duplicate with due attested. A pay package in the range of Rs. 75,000/- to 1,00,000/- per month will be offered. *based on the experience*

ಸಿಎಸ್‌ಎಸ್ ನಂ. 122/124, ಎಚ್‌ಡಿಎಮ್‌ಸಿ ಸಾಂಸ್ಕೃತಿಕ ಭವನ, 1ನೇ ಮಹಡಿ, ನ್ಯೂ ಕಾಟನ್ ಮಾರ್ಕೆಟ್ ರಸ್ತೆ, ಹುಬ್ಬಳ್ಳಿ-580029

CSS No. 122/124, HDMC Samskrutika Bhavan, 1st Floor, New Cotton Market Road, Hubballi-580029

Ph: 0836-2355322, Fax: 0836-2355331, Control Room Assistance: 2213888/2213898.

Website: www.hubballidharwadsmartcity.com E-mail: smartcityhubballidharwad@gmail.com



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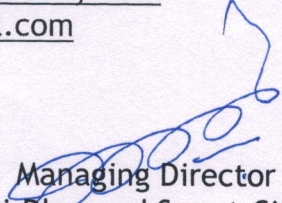


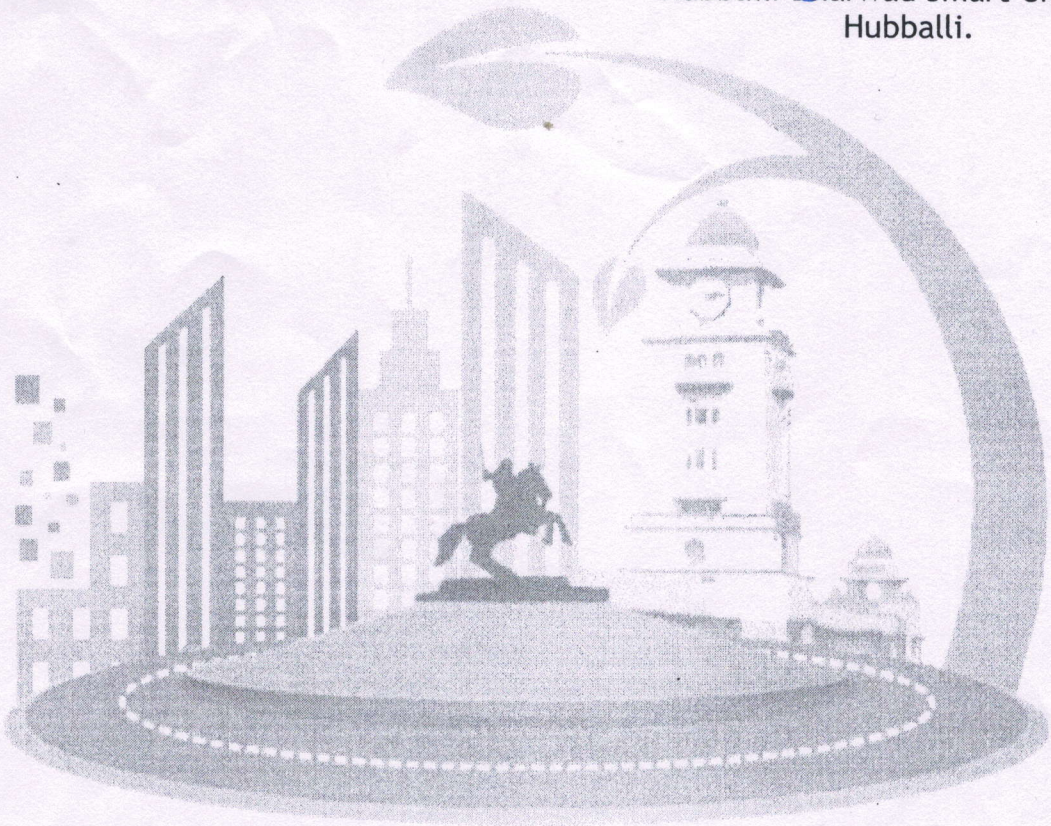
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Name of the office : Hubballi-Dharwad Smart City Ltd., Karnataka
Name of the Officer : Managing Director Hubballi-Dharwad Smart City Limited
Postal Address : CSS No. 122/124, HDMC Samskrutika Bhavan, 1st Floor, New Cotton Market Road, Hubballi-580029
Telephone : 0836-2355331, 2355322
Website : <http://www.hubballidharwadsmartcity.com>
Email : smartcityhubballidharwad@gmail.com


Managing Director
Hubballi-Dharwad Smart City Limited,
Hubballi.



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