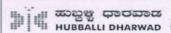
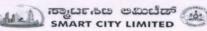
Managing Director, Hubballi-Dharwad Smart City Limited, Hubballi

Work Order No.:MC&A/HBL- 295 / Size: 17 X 3 Col. Cm. Deccan Herald (Karnataka edn.) Advtment Date: 25-06-2019







No: HDSCL/Tender Notification/2019-20

Date: 21.06.2019

RECRUITMENT NOTIFICATION FOR COMPANY SECRETARY

Advt. No. 06/2019-20 Date: 24-06-2019

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 for 2 Years.

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Post	Qualification & job Description

Company Qualification :

1. Membership of The Institute of Company Secretaries of India:

- 2. Minimum 2 year post qualification experience as a Company Secretary in a Public Ltd., Co., with Authorized Share Capital of not less than Rs. 3 Crores. 3. MBA (Finance) by any recognized university will be given additional weightage. Responsibilities:
- · Responsibility of managing all Board & Secretarial matters which includes conducting of board meeting, Board Sub committee Meeting & General body
- · 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 'F' block, IT Park, Hubballi-580020 for further details kindly contact during office hours Phone 9480635532 or 0836-2355331, 2355322 so as to reach above mentioned address before on 11-07-2019 by E-mail sohdsmartcity@gmail.com, and hard copy in duplicate with due attested. A Consolidated pay package Rs. 50,000/- per month will be offered. The Managing Director authorised to modify, alter or cancel the notification in the interest of the Company. Name of the office: Hubballi-Dharwad Smart City Ltd., Karnataka

Name of the Officer: Managing Director Hubballi-Dharwad Smart City Limited Postal Address: 4th Floor, 'F' Block, IT Park, Hubballi-580020

Telephone: 0836-2355331, 2355322 Website: http://www.hubballidharwadsmartcity.com

Email: sohdsmartcity@gmail.com

Sd/- Managing Director Hubballi-Dharwad Smart City Limited., Hubballi