

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

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 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. <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

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.

Job Profile of the post sought to be filled up :

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