

Managing Director, Hubballi-Dharwad Smart City Limited, Hubballi

Work Order No.:MC&A/HBL- / Size : 17 X 3 Col. Cm.

(Karnataka edn.)

Admnt Date : 28-07-2018

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. 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
<p>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 : 9480635532 or 0836-2355331, 2355322 so as to reach above mentioned address before on 10-08-2018 by E-mail sohdsmartcity@gmail.com, and hard copy in duplicate with due attested. A pay package in the range of Rs. 40,000/- per month will be offered.</p> <p>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, 'E' Block, IT Park, Hubballi-580020 Telephone : 0836-2355331, 2355322 Website : http://www.hubballidharwadsmartcity.com Email : sohdsmartcity@gmail.com</p> <p style="text-align: right;">Sd/- Managing Director, Hubballi-Dharwad Smart City Limited, Hubballi.</p>	