Managing Director, Hubballi-Dharwad Smart City Limited, Hubballi

Work Order No.:MC&A/HBL- / Size: 17 X 3 Col. Cm. (Karnataka edn.) Advmnt Date: 28-07-2018



No:HDSCL/Notification/CS/2018-19

Date: 26-07-2018

RECRUITMENT NOTIFICATION FOR COMPANY SECRETORY

Advt. No. 28/2018-19 Date: 27-07-2018
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 | Qualification & job Description 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. 10 Crores. 3. MBA (Finance) by any recognized university will be given additional weightage. Responsibilities: Responsibilities: 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: 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.

Name of the office Name of the Officer Hubballi-Dharwad Smart City Ltd., Karnataka Managing Director Hubballi-Dharwad Smart City Limited 4th Floor, 'E' Block, IT Park, Hubballi-580020

Postal Address Telephone 0836-2355331, 2355322

Website http://www.hubballidharwadsmartcity.com

Email sondsmartcity@gmail.com

Sd/- Managing Director,

Hubballi-Dharwad Smart City Limited, Hubballi.