

# MORADABAD SMART CITY LIMITED

Ref: 339/MSCL/2020

Dated 20-08-2020

## NOTICE

Moradabad Smart City Limited (MSCL) has been set up by Government of Uttar Pradesh/India as a Special Purpose Vehicle for implementation of Moradabad Smart City Proposal.

Application are invited from dynamic, experienced and highly motivated professionals having experience of working in Govt./PSU/Private Sector organizations preferably having experience in major Construction/I.T./Technical projects for one post of Company Secretary. The appointment shall be on temporary/contract basis as per details below :-

Post	Eligibility/Educational Qualification	Experience	Max age as on 01-01-2019	Consolidated remuneration
Company Secretary	Member of Institute of Company Secretaries of India. Additional degree in Law/CA/CWA/MBA (Finance) would be of added advantage.	Company Secretary having minimum 3 year post qualification experience. Preference shall be given to those who has worked in PSU/Government organization for minimum one year as company secretary.	35 years	Rs. 50,000.00 Fixed

### Job description and responsibilities

- Ensure compliance of various provisions of the Companies Act, 2013 and fulfilling all responsibilities defined therein.
- Advise management on the implication of various legislations in formulating its long term plans and take action for implementing the company's corporate policies and procedures affecting business operations.
- Liaise/follow-up with various Government Department to ensure statutory compliance.
- Any other duties as assigned by the management from time to time.

Eligible and willing candidate who fulfill the above mentioned eligibility criteria may apply along with their particulars in the following format to Chief Executive Officer, Moradabad Smart City Limited Jal kal compound, Piliokothi, Moradabad by 5 pm on the 08<sup>th</sup> September positively by speed post.

The above appointment, on temporary/contract basis, shall be for initial period of 1 (one) year with a provision of renewal based on the performance.

**Mode of selection :** Short listed candidates will be called for interview at Company office at Moradabad, The date of the interview will be informed to the short listed candidates by post / fax / e-mail. Person employed with Government/PSUs shall apply through proper channel and shall produce a 'No Objection Certificate' from their employers at the time of interview.

The Moradabad Smart City Limited reserves the right to shortlist candidates for interview. No correspondence in this connection shall be entertained.

**Application Format :** Can be downloaded from the website [www.nagarnigammoradabad.in](http://www.nagarnigammoradabad.in) or copy can be obtained from the office of the undersigned.

The duly filled application form should be sent in an envelope super scribing on the cover prominently - Name of Post, so as to reach latest by 08/09/2020 speed post at the following address, Separate CV can also be attached with the applications.

*K. S. 10*  
20/8/20  
CEO

Moradabad Smart City Limited.

Delhi (MDD) and LKO

Copy to :

- Editor, Daily News paper *Times of India*..... to publish the above Notice in its *H.P.* editions of daily newspaper Dated *21/08/2020*. The font size must not be more than "8".
- Editor, Daily Hindi News paper *Hindustan Hindi Daily* to publish the above Notice in its *H.P.* editions of daily newspaper Dated *21/08/2020*... The font size must not be more than "8".
- NIC, Moradabad to publish the above Notice in its website. The font size must not be more than "8".

CEO

Moradabad Smart City Limited.