

Recruitment for Key Managerial Positions (KMPs) at NMSCDCL

Position: Company Secretary

Qualification, experience and remuneration

Qualification	Experience	Fixed Remuneration per month	Mode of Appointment
Member of Institute of Company Secretaries of India	2 years of work experience as company secretary. Preference would be given to candidate having legal knowledge and experience	Rs 40000	Contract

Roles & Responsibilities:

- Ensure compliance of the provisions of Companies Law and rules made there-under and other statutes and bye-laws of the company
- Ensure that business of the company is conducted in accordance with its objects as contained in its memorandum of association
- Ensure that affairs of the company are managed in accordance with its objects contained in the articles of association and the provisions of the Companies Law
- Prepare the agenda in consultation with the Chairman and the other documents for all the meetings of the board of directors
- Arrange with and to call and hold meetings of the board and to prepare a correct record of proceedings
- Attend the broad meetings in order to ensure that the legal requirements are fulfilled, and provide such information as are necessary
- Prepare, in consultation with the chairman, the agenda and other documents for the general meetings
- Arrange with the consultation of chairman the annual and extraordinary general meetings of the company and to attend such meetings in order to ensure compliance with the legal requirements and to make correct record thereof
- Carry out all matters concerned with the allotment of shares, and issuance of share certificates including maintenance of statutory Share Register and conducting the appropriate activities connected with share transfers
- Prepare, approve, sign and seal agreements leases, legal forms, and other official documents on the company's behalf, when authorised by the broad of the directors or the executive responsible



Nashik Municipal Smart City Development Corporation Ltd.

CIN: U93090MH2016SGC285193

Registered Office: C\o Nashik Municipal Corporation, Rajiv Gandhi Bhavan,
Purandare colony, Sharanpur, Nashik – 422002

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- Advise, in conjunctions with the company's solicitors, the chief executive or other executive, in respect of the legal matters, as required
- Engage legal advisors and defend the rights of the company in Courts of Law
- Maintain custody of the seal of the company
- Other related responsibilities as may be entrusted upon, in due course of work by NMSCDCL
- All other related works as prescribed by CEO.

Brief service condition:

1. Income tax- Applicable income tax will deducted at source
2. Service conditions and allowances/facilities will be as per HR policy
3. Validity of offers will be 3 months
4. CS firms can also apply by proposing the CV of the personnel they will depute

Location: Nashik

Mode of Application: The candidate has to fill, sign and send the scan copy to smartcitynsk@gmail.com or by post or personally before 15th May 2017. Application form in format other than prescribed here will not be considered