



**SHAHJAHANABAD REDEVELOPMENT  
CORPORATION**  
**GOVT. OF NCT OF DELHI**  
**2ND LEVEL, A-WING, VIKAS BHAWAN-II**  
**CIVIL LINES, DELHI -110054**

**Subject: Engagement of Company Secretary-cum-Finance Officer on part time basis in SRDC**

**Shahjahanabad Redevelopment Corporation (SRDC)** set up as a Company under Section 25 of Companies Act, 1956 by the Government of NCT of Delhi for preservation and conservation of heritage in Delhi, requires **Company Secretary-cum-Finance Officer** on **Part-time basis** on **consolidated monthly amount of Rs. 20,000/- per month.**

**Duties and Responsibilities:**

- a) To help SRDC in its establishment and operations.
- b) Organizing Board Meetings, informing Board of Directors about the impending Meeting, formulation the agenda of the Meeting, compiling the Minutes of the Meeting and maintaining Minute Books.
- c) To ensure that the Memorandum and Article of Association is properly complied with. In case any amendments are issued, they have to make sure that they are implemented in the right manner.
- d) To maintain the Statutory Register regarding the Members, Company Charges, Directors and Secretary, Director's interest in Shares and Debentures, interest in voting Shares and Debenture holders.
- e) Responsible for filing Annual Reports, amended Memorandum and Article of Association, Return of Allotments, Notices of Appointments, Removal and Resignation of Directors and the Secretary, Notices for Removal and Resignation of the Auditors, changes in Registered Office and Resolutions in accordance with the Companies Act with the Registrar of Companies.
- f) Responsible for the publications of the Company's Annual Report and Accounts.
- g) To maintain the Companies Register of Members, deal with questions of the Shareholders and transfer of Share-holding etc.
- h) To perform all functions as per Company Secretary Act and assigned by Chairman, SRDC / MD, SRDC from time to time.

**Educational Qualification and Experience:**

- a) Qualification – Company Secretary
- b) 1 Years full time post qualification experience as Company Secretary in Public Sector Undertakings / Corporations.

**Age: up to 60 years**

Eligible and Interested persons may send their detailed particulars to the **Managing Director, Shahjahanabad Redevelopment Corporation, 2<sup>nd</sup> Level, A-Wing, Vikas Bhawan-II, Upper Bela Road, Civil Lines, Delhi-110054** by **Registered Post / Courier** within **10 days** from the date of the advertisement in the leading national dailies. Applications received thereafter will not be entertained. For more clarification please contact Sh. Satya Prakash Sharma, Manager (Administration) on Phone No. 011-23813268.

**MD, SRDC**



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**Shahjahanabad Redevelopment Corporation (SRDC)** set up as a Company under Section 25 of Companies Act, 1956 by the Government of NCT of Delhi for preservation and conservation of heritage in Delhi, requires a Company Secretary-cum-Finance Officer with minimum one year experience in Government Undertaking on part-time basis at consolidated salary of Rs. 20,000/- per month. Details may be seen at Website <http://srdc.delhigovt.nic.in> at **Career Section**. Interested persons may send their Resume within 10 days from the date of advertisement to Managing Director (SRDC), 2<sup>nd</sup> Level, A-Wing, Upper Bela Road, Vikas Bhawan-II, Civil Lines, Delhi-110054. Contact Nos. 011-23813268.

**MD, SRDC**