



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

Subject: Engagement of Company Secretary 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** with minimum 3 years experience in Government Undertakings / Corporations on **Contractual / Deputation** on **consolidated amount of Rs. 40,000/- per month / appropriate Pay Scale as per Government Rules.**

Duties and Responsibilities:

- a) To help SRDC in its 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 Articles of Association are properly complied with. In case any amendments are issued, same should be implemented in the right manner.
- d) To maintain the Statutory Registers 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 publication of the Company's Annual Report and Accounts.
- g) To maintain the Company's Register of Members, deal with questions of the Shareholders and transfer of Share-holding etc.
- h) To perform all functions as per Company Secretaries Act and assigned by GM, SRDC / MD, SRDC from time to time.

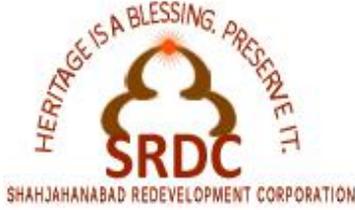
Educational Qualification and Experience:

- a) Qualification – Company Secretary
- b) 3 Years full time post qualification experience as Company Secretary in Public Sector Undertakings / Corporations.

Age: up to 55 years (as on 01.09.2012)

Eligible and Interested persons may send their detailed particulars to the **General Manager, Shahjahanabad Redevelopment Corporation, Government of NCT of Delhi, 2nd Level, A-Wing, Vikas Bhawan-II, Upper Bela Road, Civil Lines, Delhi-110054** by **Registered Post / Courier**. **Last Date of receipt of applications for the post Company Secretary is 23rd Sep, 2012.** Applications received thereafter will not be entertained. Contact 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 with minimum three year experience in Government / Undertakings / Corporations on Contractual / Deputation basis at consolidated salary of Rs. 40,000/- per month/appropriate Pay Scale as per Government Rules. Details may be seen at Website <http://srdc.delhigovt.nic.in> at **Career Section**. Interested persons may send their **Resume by 23rd Sep, 2012** to **General Manager, Shahjahanabad Redevelopment Corporation (SRDC), Government of NCT of Delhi, 2nd Level, A-Wing, Upper Bela Road, Vikas Bhawan-II, Civil Lines, Delhi-110054. Contact Nos. 011-23813268.**

MD, SRDC