



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

RECRUITMENT NOTICE

Shahjahanabad Redevelopment Corporation (SRDC), a Company under the Government of NCT of Delhi, invites applications from Indian nationals for the following positions for appointment on contract basis:-

S. No.	Name of Post	Mode of Engagement	Approved Consolidated Monthly Remuneration
1.	Consultant (Tourism Projects)	Retired Government Officer at the level of Director to the Government of India	As per rules applicable to retired Government Officers.
2.	Company Secretary (Part-Time)	Contract Basis	Rs. 20,000/- per month

Shortlisted candidates will be called for an interview. Interested and eligible candidates may send their Resumes alongwith attested copies of requisite certificates to **“Deputy General Manager (Project & Administration), Shahjahanabad Redevelopment Corporation, 2nd Level, A-Wing, Vikas Bhawan-II, Civil Lines, Delhi-110054”**, so as to reach the Office by **03:00 PM on 22nd August, 2014 (Friday)**. Further, details regarding eligibility criteria, qualification, experience, duties & responsibilities etc. may be seen at “Career Section” at <http://srdc.delhigovt.nic.in>. Contact Telephone No. 011-23813268.

MANAGING DIRECTOR, SRDC

Name of the Post: Company Secretary

Number of Post: 01 (One)

Eligibility Criteria:

Qualification	Company Secretary
Experience	Minimum 3 Years post qualification experience as Company Secretary in Public Sector / Private Sector Undertaking / Corporation including 01 year mandatory experience in government sector.
Mode of Recruitment	Contractual
Remuneration	Not exceeding Rs. 20,000/- Per Month but on the basis of qualification and experience for part-time Company Secretary.

Duties & Responsibilities:

(i)	To help SRDC in its establishment and operations.
(ii)	Organizing Board Meetings, informing Board of Directors about the impending Meeting, formulation the agenda of the Meeting, compiling the Minutes of the Meeting and maintain Minute Books.
(iii)	To ensure that the Memorandum and Articles of Association are properly compiled with. In case any amendments are issued, same should be implemented in the right manner.
(iv)	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.
(v)	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.
(vi)	Responsible for the publication of the Company's Annual Report and Accounts.
(vii)	To maintain the Company's Register of Members, deal with questions of the Shareholders and transfer of Share-holding etc.
(viii)	To perform all functions as per Company Secretaries Act and assigned by GM, SRDC / MD, SRDC from time to time.

