

**MPSEDC invites applications for the post of Company Secretary**

**Company secretary - ( 01 no Post)**

**JOB DESCRIPTION AND EXPECTATION:-**

The Company Secretary is required to manage the company secretarial related jobs such as conducting board meeting ,drafting minutes , filling of all returns to ROC, correspondence with ROC, etc as per the provisions of the Company's Act and any amendments there on from time to time. Since Agenda and minutes are to be drafted in Hindi, it is expected that the applicant is well versed in Hindi language (Both in writing and reading). The incumbent is required to work with the existing team in the Company Secretarial Department providing vision and leadership.

**QUALIFICATION:-**

Graduate with CS with minimum 5 years of post membership experience in handling company Secretary Jobs in organizations. Should have worked in managerial positions for 5 years and should have good communication skills in English and Hindi. Proficiency in computer use in both language is must. Experience in working in e-office environment will be added advantage.

**REMUNERATION AND SERVICE CONDITIONS:-**

The Appointment is on Contractual basis which is initially for Two years with annual increment based on performance as per norms of the Corporation and shall be further extendable. The monthly remuneration will be inclusive of Rs75000/-per month.annual increment shall be based on AICPIN.

Interested candidates may mail their detailed resume to [personneladministration@mpsedc.com](mailto:personneladministration@mpsedc.com) by 15.05.2018 highlighting the post Applied for in the subject Line. Shortlisted candidates will be required to appear for personal interview on 18.05.2018. Selected candidate may be given an appointment letter on the date of interview itself and will be required to join on 7 days notice.

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