

MAHARASHTRA STATE ROAD DEVELOPMENT CORPORATION LTD.,
(a Government of Maharashtra Undertaking)

Opp. Bandra Reclamation Bus Depot., Bandra (West), Mumbai-400 050.
Tel: (022) 26517957 / 968 / 26433826 Fax No.: (022) 26417893.
CIN : U45200MH1996SGC101586. Website: www.msrdc.org



Maharashtra State Road Development Corporation Ltd. (a Government of Maharashtra undertaking) intends to appoint qualified and experienced professionals for the post of Company Secretary.

- (1) **Qualification** – Passed the final examination of Company Secretary of Institute of Company Secretaries Of India and should have Associate Company Secretary (A.C.S.) Number.
- (2) **Experience** – Minimum 4 Years (Post Qualification) in a reputed company registered under the Indian Companies Act, 1956; out of which minimum 3 years experience should be as Company Secretary.
- (3) **Age Limit** – Maximum 50 Years.
- (4) **Pay & Grade Pay** –15,600-39,100. G.P.7,600/- along with other eligible staff benefits.

OTHER DETAILS

(I) AGE CRITERIA :

1. Completed age would be as on 01.08.2017.
2. Maximum Age Limit mentioned is relaxable for 5 years for the candidates belonging to SC,ST (Only Maharashtra Domicile Candidate).
3. Upper Age Limit relaxation of 5 years for the candidates who are already in Government Service.
4. No Age Limit for the departmental employees working in MSRDC.
5. Date of Birth will be considered as per the S.S.C. Certificate /School Leaving Certificate.

(II) GENERAL CONDITIONS :

1. Appointment will be made as per requirements.
2. MSRDC has right to cancel this advertisement without giving any notice at any time.
3. Candidates who are working in the Government Organization/ undertaking must forward their application with the “No Objection Certificate” from his/her Head of the Department.
4. *Work Experience means the work experience gained by the candidates after completing their Bachelors Degree/Post Graduate Degree/ Post Graduate Diploma as mentioned above.
5. The candidates should be domicile of Maharashtra State.
6. Candidate should be able to read, write and understand Marathi.
7. Should possess adequate knowledge of Computer applications.

8. Candidates must make sure that he/she is fulfilling all the required educational and experience criteria. Candidature can be cancelled at any time and any stage, if a candidate is not fulfilling the requisite criteria.
9. If any false/incorrect information furnished by the candidate is detected at any stage or recruitment process, his/her candidature will be cancelled.
10. Candidates should keep their mobile number and e-mail ID active for the entire duration of the recruitment drive. All official communication will be sent to their respective e-mail ID.
11. Incomplete application will be rejected.
12. Candidate will not be eligible for the appointment if he/she is punished by any court in the civil/Criminal cases. Candidate must produce the details, if he/she is facing police inquiry/outstanding court matter or punishment if any; selected candidate must submit NOC from the police department at the time of appointment.
13. The decision of the Management in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
14. Selected candidate appointed in MSRDC will have to work at any place within State of Maharashtra.
15. Selected candidates will be appointed initially on probation for the period of two years. After completion of the probation period, MSRDC management will take decision about their further continuation on the respective posts depending upon their performance and requirement of MSRDC.
16. The appointment will be made only after the receipt of Police Verification Certificate and Character Certificate from the concerned police station.
17. Candidate must remain present with their own expenses for the entire recruitment drive.
18. Candidate must be alert from the assurance of Mediator/Thief/Persons who claim to be belonging to MSRDC.
19. The recruitment in MSRDC is done strictly as per merit in a systemic way giving appropriate weightage to various parameters as decided by Management.

(III) OTHER CONDITIONS:

1. MSRDC reserves the right to change/cancel/ modify/add any of the criteria, method of selection, number of posts, appointment etc. with or without assigning any reason.
2. MSRDC reserves the right to relax the eligibility criteria (if required) in the interest of MSRDC.
3. Before applying for the mentioned posts, the candidate should ensure that he /she fulfils the eligibility and other norms mentioned in this advertisement. Candidates should carefully read these instructions/guidelines and follow all the instruction given for submitting application.
4. Decision of MSRDC in all matters related to this recruitment drive will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by MSRDC in this behalf.
5. MSRDC also reserves the right to shortlist the application for calling the candidates for test/interview. No enquiries/correspondence will be entertained in this regard. Decision of appointing authority shall be final and binding for all purposes. Documents will be verified before test/interview.

6. **Last date of receipt of application is 31.08.2017 at 15.00 hrs.** Shortlisted candidates will be communicated for written test/interview by e-mail only.
7. A candidate can apply for multiple posts and not more than one application for each post should be submitted by any candidate. However, the candidate should satisfy the eligibility criteria and should register separately for each post applied. In case of multiple Applications for the same post only the latest valid (completed) application will be retained. Intimation charges/application fees paid for the other multiple registration(s) for the same post will stand forfeited.
8. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regards to their selection / recruitment shall result in disqualification of candidature.
9. Appointment of candidates is subject to him/her being declared medically fit, as per any other requirements of MSRDC.

(IV) PAYMENT OF APPLICATION FEE -

1. Rs.300/- by D.D.
2. Application Fee should be paid by D.D. drawn in favour of Maharashtra State Road Development Corporation Limited; payable at Mumbai.
3. The mentioned Application Fee is non-refundable.

(V) HOW TO APPLY -

1. Download Recruitment Application Form.
2. Fill/retype all the required information in Application Form.
3. Attach all the required attested documents including updated Bio Data/Resume with the Application Form.
4. Attach Demand Draft (D.D.) of Application Fee as applicable.
5. Put Application Form, all relevant documents, D.D. of Application Fee in an envelope and seal the envelope.
6. Write '**Application For The Post Of Company Secretary**' on the top of the envelope.
7. **Send the application by hand delivery or by RPAD to the following address on or before 31.08.2017 at 15.00 hrs.:**
General Manager (Administration)
M.S.R.D.C. (Ltd),
Opp. Bandra Reclamation Bus Depot,
Near Lilavati Hospital, Bandra (W),
Mumbai - 400 050.
8. **Applications received after 31.08.2017 at 15.00 hrs. for any reason what so ever will not be considered and such applications will be treated as rejected.**

(VI) SELECTION PROCEDURE -

1. Eligible candidates will be called for written test/ interview depending upon the number of candidates shortlisted.
2. MSRDC reserves the right to shortlist the candidates for written test/ interview.
3. Decision of MSRDC Management will be final and binding on all candidates.

Sd/-
VC & MD
MSRDC Ltd.

12. Place of Birth :

Village / Town :

Police Station :

District :

State :

13. Education Qualifications (In Reverse Chronological Order) :

Sr. No.	Name of Institution And Address	Board / University	Examination Passed	Year of Passing	Subjects (Separate sheet may be attached, subject should be listed and sheet should be signed)	Division	Percentage Obtained

14. Additional Qualification, if any :

15. Languages : (please √)

Language Understand Speak Read Write

English

Marathi

Hindi

16. Are you presently working with the Government? (Yes / No) :

17. If yes, specify the following details :

Appointment Type Permanent / Adhoc / Casual / Contractual

Name of the Office :

Name of post held :

Duration in Months : From.....To.....Total Months.....

18. Present occupation (for Non-Govt/Semi-Govt/PSU/Private/Others) :

Name of the Organization:

Name of post held:

Duration in months :

19. Previous appointments held, if any :

Name of the Office / Organization	Name of Post held	Duration / Period		
		From	To	Total (in months)

20. Have you at anytime been debarred from
Any examination and/or selection conducted by
UPSC/PSC/DSC? (Yes/No) :

21. Attach the following Documents :(Attested Copies)

- | | |
|--------------------------------------|----------|
| 1. S.S.C certificate | Yes / No |
| 2. School Leaving Certificate | Yes / No |
| 3. Graduation/Degree Certificate | Yes / No |
| 4. Post Graduation (If applicable) | Yes / No |
| 5. Passing Certificate of CS | Yes / No |
| 6. MSCIT Certificate (If applicable) | Yes / No |
| 7. Experience Certificates | Yes / No |
| 8. Any other (Please specify) | Yes / No |

Declaration :

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I also understand that my candidature is liable to be cancelled in case of any false statement.

Signature of Candidate :

Name of Candidate :