

जा.क्रं.मसविम/कंसजा/सहकार आयुक्तालय ६९८/२०१८

दिनांक- ०१/११/२०१८

प्रति,

मा.सहकार आयुक्त व निबंधक,

सहकारी संस्था, महाराष्ट्र राज्य पुणे -१

विषय - महाराष्ट्र सहकार विकास महामंडळामध्ये कंपनी सेक्रेटरी नियुक्त करण्यासाठी अटी व शर्ती व इतर तपशिल आपल्या कार्यालयाच्या वेबसाईटवर प्रसिध्द करणेबाबत.

मा.महोदय,

उपरोक्त विषयाकडे आपले लक्ष वेधण्यात येत आहे की,

महाराष्ट्र सहकार विकास महामंडळाला कंपनी कायदा २०१३ अन्वये कामकाज करण्याकरीता कंपनी सेक्रेटरी पद भरावयाचे आहे.त्याकरीता इच्छुक उमेदवरांकडून वृत्तपत्रातील जाहिरातीद्वारे अर्ज मागविण्यात येत आहेत.सदर जाहिरातीत सर्व तपशिल नमूद करणे शक्य नसल्यामुळे इच्छुक उमेदवरांच्या अटी शर्तीचा समावेश असणारी सविस्तर माहितीचे परिशिष्ट व इच्छुक उमेदवारांनी भरावयाचा नमुना sahakarayukta.maharashtra.gov.in या संकेतस्थळावर दिनांक ०२/११/२०१८ ते १२/११/२०१८ अखेर प्रसिध्द करावा ही विनंती.

मा.व्यवस्थापकीय संचालक यांच्या मान्यतेनुसार


महाव्यवस्थापक (प्रकल्प)

महाराष्ट्र सहकार विकास महामंडळ मर्यादित पुणे

१५७

MAHARASHTRA CO-OPERATIVE DEVELOPMENT CORPORATION

(Government of Maharashtra Owned Company)

Sakar Sankul, Shivajinagar, Pune-411005.

Phone : 02025537617

emai : mcdcpune@gmail.com

Notice Inviting Applications

Maharashtra Co-operative Development Corporation (MCDC), Government of Maharashtra owned Company intends to appoint Company Secretary for statutory compliances to be complied to Registrar of Companies as per the Companies Act, and other company secretary related work as per the requirement of MCDC for a period of 3 years on contractual position.

Qualification and Experience:- Please refer to website sahakarayukta.maharashtra.gov.in

The candidates will be shortlisted considering their qualification, knowledge & ability to work in a government company.

The selection process will consist of personal interview by the competent selection committee at a date to be decided on later date.

Interested candidates may send their application in prescribed format (available on above mentioned website) up to 12 Nov 2018 upto 5.00 pm. at above mentioned address. All subsequent notifications, changes and amendments will be posted only on sahakarayukta.maharashtra.gov.in.



Date:- 02/11/2018

Managing Director

Maharashtra Co-operation Development Corporation, Pune.

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For office Use, Only

POST NAME : Company Secretary Oct – 2018

Application No. _____

**Maharashtra Co Operative Development
Corporation Ltd.**

Sakhar Sankul, Shivajinagar, Pune- 411005

Name of Post : Company Secretary

PASTE
LATEST
PHOTO
HERE**A) Personal Details:**

Date of Application		
Name (In Block CAPITALS)		
Date of Birth (dd/mm/yyyy) (Age as on 01-06-2018)		
Address for Communication		
Contact Information :	Landline :	Mobile:
	Email:	

B) Educational Qualification:

Level	University	Name of Course	Year of Passing	Class Obtained	Major Subjects
Post-Graduation					
Graduation					
Diploma					
Specialized Training					
Other Education					

(c) Competency:

*Attach Additional sheets, if required.

Please list your areas of highest competency, special skills or other items that may contribute to your abilities in performing the mentioned position. (e.g.: Project management, Leadership, Team Work, Negotiator/ communicator, Facilitator of change, Performer etc.)

(D) Experience

* Please list beginning from most recent

From to	
Employer	
Position & Location	
Duties	

From to	
Employer	
Position & Location	
Duties	

From to	
Employer	
Position & Location	
Duties	

(E) Experience Relevant to the Post Applied:

(F) Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

(Signature of the Applicant with Date)

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MAHARASHTRA COOPERATIVE DEVELOPMENT CORPORATION LIMITED

Sakhar Sankul, Shivaji nagar, Pune - 411005

REQUIRED COMPANY SECRETARY

MAHARASHTRA COOPERATIVE DEVELOPMENT CORPORATION LIMITED - A
government company located in Pune is looking for a full time CS.

Qualification & other requirements:

- Candidate should have Graduate degree with Associate / Fellow Membership of ICSI,
- Law graduate from a recognized university & knowledge on legal matters will be desirable.
- Must be Computer literate.
- Shall have knowledge of and shall be able to handle matters pertaining to Company Law, Secretarial functions, Compliances required by Reserve Bank of India / Registrar of Companies in respect of NBFCs, Legal, Finance Accounts, Income Tax & GST etc.
- should also have adequate knowledge of Marathi & capable of working in government organization.

Experience:

A fresher may also apply.

Remuneration:

Rs. 30,000/- p.m.; Negotiable for deserving candidate.

Contractual Status and Duration:

The position will be a contractual position with MCDC for a period of 3 years, extendable for a further period of 3 years or absorb in regular services of MCDC

Job Profile:

- Providing secretarial assistance to the Company, including dealing with Board matters, filing of returns and providing advises to the management.
- Complying with guidelines of Reserve Bank of India (RBI) for Non-Banking Financial Companies matters.
- Filing, registering any document including forms, returns and applications by and on behalf of the company as an authorized representative with RBI, ROC or any other competent authority.

- Drafting Legal documents, Notice, Agendas, Minutes & all other corporate Documents.
- Compliance with various authorities like Reserve Bank of India (RBI), FEMA, Registrar of Companies (ROC) etc.
- Compliance with secretarial and corporate laws.
- Co-ordinating board/committee/annual general meetings/extra ordinary general meeting and follow-up actions thereof.
- Custodian of corporate records, statutory books and registers.
- Advising the board of directors of MCDC on Compliance of legal and procedural aspects, Companies Act, RBI Act, matters relating to NBFCs, Consumer Protection Act, Labour and Industrial Laws, Management, Valuation and Audit, Drafting of Legal Documents, Manpower planning and development etc.
- Representing company before the courts, tribunals, tax authorities and other statutory / regulatory authorities as and when required.
- Communication with various stakeholders, like Shareholders, Government, Regulators, Authorities etc. and also Maintaining Industrial relations.
- Any other matters relating to the company secretarial assignment and compliance of various statutory, regulatory and other reporting.

Methodology of Selection:

- Interested candidates may send their application at MCDC office, Sakhar Sankul, Shivaji nagar, Pune -05. Last Date of application 12/11/2018 up to 5.00 p.m.
- The candidates will be shortlisted for selection process considering their qualification, knowledge and ability to work in a government company.
- The selection process will consist of personal interview by the Competent Selection Committee at a date to be decided on later date.

Managing Director

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