

# 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](http://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 27 July 2018 at above mentioned address. (Contact Person:-Mr. Pratik Pokharkar 9960816816 for queries)

All subsequent notifications, changes and amendments will be posted only on [sahakarayukta.maharashtra.gov.in](http://sahakarayukta.maharashtra.gov.in).

Date:- 11/07/2018

  
Managing Director

Maharashtra Co-operation Development Corporation, Pune.

**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 27/07/2018 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.
- Contact Person : Mr. Pratik Pokharkar

Mob : 9960816816

Managing Director

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**For Office Use, Only**  
POST NAME : Company Secretary July - 2018  
Application No. -----

**Maharashtra Co Operative Development Corporation Ltd.**  
**Sakhar Sankul, Shivaji nagar, Pune – 411005**

PASTE  
LATEST  
PHOTOHERE

**Name of Post : Company Secretary**

**(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.**

<b>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.)</b>

**(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)**