



MAHARASHTRA CO-OPERATIVE DEVELOPMENT CORPORATION LTD.

First Floor, "Sakhar Sankul", Shivajinagar, Pune 411 005. ☎ : (020) 25537617
E-mail : mcdcpune@gmail.com

CIN: U65191PN2000SGC015260

ADVERTISEMENT FOR RECRUITING COMPANY SECRETARY

The Maharashtra Cooperative Development Corporation Limited (MCDC), a Government of Maharashtra owned Company intends to appoint a qualified Company Secretary. The appointment shall be on contractual basis. For more details, please refer websites; www.mahamcdc.com, www.mahanews.gov.in, www.sahakarayukta.maharashtra.gov.in.

Application proforma to be downloaded from www.mahamcdc.com and to be uploaded on or before 18 November 2019 latest by 06:00 PM. All subsequent notifications, changes and amendments shall be posted only on www.mahamcdc.com, www.mahanews.gov.in, www.sahakarayukta.maharashtra.gov.in.

Date: 02/11/2019

KS
S
Preeti

PM
Managing Director
Maharashtra Cooperative Development
Corporation Ltd., Pune





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*Revised
Website advertisement*

Maharashtra Cooperative Development Corporation Limited; a Maharashtra State Government company located in Pune is looking for a bright and professionally accomplished full time Company Secretary (01 Post).

Qualification & Other Requirements:

- Candidate should have a graduate degree with Associate / Fellow Membership of ICSI.
- Law graduate from a recognized university & knowledge on legal matters shall be an added advantage
- Must be well-versed with the portals of MCA, RBI COSMOS.
- Should have knowledge of and should 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
- Should also have adequate knowledge of Marathi language & should be capable of working in government organization.

Experience:

A fresher may also apply

Remuneration:

Consolidated Rs. 40,000/- (per month); negotiable for deserving candidate

Contractual Status and Duration:

The position shall be a contractual position with MCDC for a period of 11 months extendable for a further period of 11 months.

Job Profile:

- Providing secretarial assistance to the company including dealing with Board matters, filing of returns and advising the management on Company Law matters.

- 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 / statutory 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.
- Coordinating 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 such as 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.

Selection Methodology:

The candidates shall be shortlisted on the basis of their qualification, knowledge & ability to work in a government company.

The selection process shall consist of personal interview by the competent selection committee at a date to be intimated to the shortlisted candidates later.

- 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 / statutory 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.
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- 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.
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Manner of Applying:

Interested candidates are required to download the application proforma from www.mahamcdc.com and upload the dully filled, signed application form together with self-attested supporting educational qualification, experience credentials along with updated resume on or before 13th November 2019 latest by 06:00 PM.

**For uploading, filled application & other supporting documents; applicants' need to login with g-mail account.*

Date: 31/10/2019

Managing Director
Maharashtra Co-operative Development
Corporation Ltd., Pune.

APPLICATION PROFORMA FOR THE POST OF COMPANY SECRETARY

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For office Use, Only

POST NAME : Company Secretary November-2019

Application No. _____

Maharashtra Cooperative 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 31-10-2019) | | |
| Address for Communication | | |
| Contact Information : | Landline : | Mobile: |
| | Email: | |

B) Educational Qualification:

| Level | University | Name of Course | Year of Passing | Class Obtained | Major Subjects |
|----------------------|------------|----------------|-----------------|----------------|----------------|
| ACS/FCS | | | | | |
| Post-Graduation | | | | | |
| Graduation | | | | | |
| Diploma | | | | | |
| Specialized Training | | | | | |

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|-----------------|--|--|--|--|--|
| Other Education | | | | | |
|-----------------|--|--|--|--|--|

(c) Competency / Extra Curricular Activities / Recognitions:

*Attach Additional sheets, if required.

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(D) Experience

* Please list beginning from most recent

| | |
|---------------------|--|
| From to | |
| Employer | |
| Position & Location | |
| Duties | |

| | |
|---------------------|--|
| From to | |
| Employer | |
| Position & Location | |
| Duties | |

(E) Experience Relevant to the Post Applied:

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(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)