

## **Vacancy Notice No: MRIDC/Vacancy Notice – 60 / 2021**

**Maharashtra Rail Infrastructure Development Corporation Limited (MRIDC)**, is a joint venture corporation of Govt. of Maharashtra and Ministry of Railways for implementation of various Railway Projects in the territory of Maharashtra.

The corporation invites application from the Contractual Company Secretary working in Central or State Govt. / Public Sector Undertakings (or SPVs) / Metro Railways / Private Sector etc. for the post of **Company Secretary** on Contract basis in its Corporate Office located at 2<sup>nd</sup> floor, Hoechst House, Nariman Point, Mumbai 400021:

Organisation	<b>Maharashtra Rail Infrastructure Development Corporation Limited (MRIDC)</b>
Title of post	<b>Company Secretary</b>
No of vacancies	<b>01 (ONE)</b>
Place of Posting	<b>Mumbai.</b>
Scale of Pay (IDA Grade)	<b>E-4</b> (Rs. 70,000 – Rs.2,00,000) <b>E-3</b> (Rs. 60,000 – Rs. 1,80,000)
Total emoluments including allowances and perks	Rs. 1,46,000/- p.m. approx. if appointed in E4 Rs. 1,24,000/- p.m. approx. if appointed in E3
Educational Qualification	Member of Institute of Company Secretaries of India from recognised Institute / University.
Eligibility criteria for appointment on contract basis	<b>For the post of Company Secretary when appointed in E4:</b> (A) Minimum <b>9 years</b> work experience AND working in Rs. 60,000 – Rs. 1,80,000 (IDA E3) OR Minimum <b>7 years</b> in Rs 50,000 – 1,60,000 (IDA E2) on contract basis. (B) The candidate should have experience of at least <b>6 years</b> of working in the areas detailed in job description of the post. (C) The candidate from Private sector should be drawing a gross salary (CTC) more than <b>Rs. 14,00,000/- per annum</b>
	<b>For the post of Company Secretary when appointed in E3</b> (A) Minimum <b>7 years</b> work experience AND working in Rs. 50,000 – 1,60,000 (IDA E2) OR Minimum <b>5 years</b> in Rs. 40,000 – 1,40,000 (IDA E2) on contract basis. (B) The candidate should have experience of at least <b>4 years</b> of working in the areas detailed in job description of the post. (C) The candidate from Private sector should be drawing a gross salary (CTC) more than <b>Rs. 12,00,000/- per annum</b>

Maximum age limit as on closing date	For Contract employment: <b>40 years.</b>
Mode of Selection	A) Shortlisted candidates would be required to make a brief presentation on the jobs handled by them and their experience in the areas detailed in the job description of the post (B) Interview
Note	Candidate working on contract basis in other Govt. / Semi Govt. Organisation OR from Private Sector, if selected, will be appointed on contract basis initially for a period of <b>2 years extendable up to 3 years.</b>
Job Description	The candidate will be expected to perform following functions: <ol style="list-style-type: none"> <li>1. Ensuring efficient administration of company.</li> <li>2. Ensuring compliance with statutory and regulatory requirements.</li> <li>3. Ensuring the implementation of the decision of Board of Directors.</li> <li>4. To perform frequent corporate governance reviews and to issue written statements of Corporate governance principles and to assist director in these efforts.</li> <li>5. To provide information on the practices of other good companies.</li> <li>6. Informing Board members on their legal responsibilities. Dealing with legal matters of the company with advice on legal matters.</li> <li>7. Conducting meetings of Board of Director, Committees of Board, Finalisation of annual report, compliance to Govt. of India Guidelines, Corporate Govt. etc.</li> <li>8. Any other job assigned by the Management.</li> </ol>
How to apply	<p>The envelope containing the application should be superscripted "<b>Application for the post of Company Secretary, Mumbai Vacancy Notice No. MRIDC / Vacancy Notice – 60/2021</b>". The application should be addressed to Manager (HR), Maharashtra Rail Infrastructure Development Corporation Limited, 2nd floor, Hoechst House, Nariman Point, Mumbai 400021.</p> <p>In addition to this applicant may also email the scanned copy of the application to <a href="mailto:hr@maharail.com">hr@maharail.com</a></p> <p>Aspiring candidates may please note that MRIDC reserves the right to alter any of the advertised conditions depending upon the circumstances and the candidates are bound by the same.</p> <p>Candidates may be appointed in lower / higher grades also depending upon their suitability. Eligibility criteria may also be relaxed depending upon the number of application and their suitability for MRIDC.</p> <p>Last date of Application reaching the addressee either by post or by hand is the closing date.</p> <p>No. of posts indicated in the advertisement may increase / decrease depending on MRIDC's requirements</p>
Closing date	<b>06.04.2021</b>