

**SHIVSHAHI PUNARVASAN PRAKALP LTD.**

**(GOVERNMENT OF MAHARASHTRA COMPANY)**

**CIN : 70200MH1998SGC116664**

**GRIHNIRMAN BHAVAN, KALANAGAR, BANDRA (EAST)**

**MUMBAI - 400 051.**

**Appointment of Company Secretary**

**On**

**Contract Basis**

Shivshahi Punarvasan Prakalp Ltd (SPPL); a company owned by Government of Maharashtra having Registered Office at Grihanirman Bhavan, Kalanagar, Bandra (East) Mumbai-400051 invites application from dynamic & talented persons for appointment to the post of Company Secretary purely on Contract Basis. Brief information about SPPL is available on the Website of SPPL: [www.sppl.biz](http://www.sppl.biz).

Last date for submission of application is ~~30<sup>th</sup> January, 2017~~ 13 February, 2017.

- A. **LOCATION :-** Applicant would be expected to work full time at Registered Office of SPPL.
- B. **UPPER AGE :-** Applicant should preferably be not more than 50 years of age as on 01.01.2017. Which will be relaxable upto 05 years in case of applicants have Higher Multiple Educational / Professional Qualifications such as Cost Accountant / MBA in Finance and / or having Additional Experience working in Public Sector Companies.
- C. **QUALIFICATION :-** Applicant should be qualified as Company Secretary having Associate Membership of The Institute of Company Secretaries of India.
- D. **SCOPE OF WORK :-** Applicant would be expected to work with effectiveness as per Secretarial Standards issued by The Institute of Company Secretaries of India with regard to duties and responsibilities of Company Secretary as enunciated in the Companies Act, 2013 & amendments carried out therein from time to time & as required under provisions of Securities Contract (Regulation) Act, 1956 Depositories Act, 1996, Foreign Exchange Management Act, 1999, SEBI, Act 1992 and other Acts/ Laws/Rules & Regulation & Bye Laws as may be applicable or notified from time to time by Government of India.
- E. **WORK EXPERIENCE :-** Applicant must possess a minimum 5 years of work experience as an whole time independent Company Secretary with at least 2 years in any Public or Private Sector Company.
- F. **OTHER ATTRIBUTES :-** Applicant should have excellent drafting & communication skills in both English and Marathi. Adequate experience desirable in respect of legal compliances be made as per Companies Act, 2013 and SEBI regulations/e-filing of documents with Registrar

