



SABARMATI RIVERFRONT DEVELOPMENT CORPORATION LTD. (SRFDCL)

2nd Floor, Riverfront House, B/h. H.K. College,
Between Gandhi & Nehru Bridge, Riverfront Road (West), Navranpura, Ahmedabad - 380009
T: 079-26580430, E: Office@srfdcl.com w: www.sabarmatiriverfront.com



Advertisement for the post of Company Secretary

SRFDCL is SPV for implementation of Sabarmati River Front Project. The Company requires a full-time Company Secretary on a contract Basis (For 03-years Contract + 2 years extendable considering company's requirement and performance).

The candidate must be a qualified Company Secretary and Member of the Institute of Company Secretaries of India and graduate in any stream from UGC/AICTE or any Govt. approved university.

- Candidates should have a minimum of 3 years of post-qualification experience in a relevant field in any reputable company. Govt. associated or semi govt. sector is preferable.
- Applicants serving in Govt. /Public Sector Enterprises/Semi-Govt. Organizations should apply through proper channel or produce 'No Objection Certificate' at the time of interview failing which they will not be permitted to appear for the interview.
- Remuneration is Rs. 60,000/- CTC (Consolidated) pay per month subject to statutory deduction.
- Management reserves the right to reject any or all the applications without assigning any reason thereof.
- Application along with all supporting documents (self-assessed) should be send by post/courier/by hand on or before 19-02-2025 up to 6.00PM in a cover super scribed "**Application for the post of "Company Secretary"**". **Only hard copy of the applications received by the company on or before due date will be considered for further evaluation. Please do not submit your application on email.**
- Management will not be responsible for delayed receipt/non-receipt of applications.
- For more information, please visit to recruitment section of our website www.sabarmatiriverfront.com



Executive Director - SRFDCL

Designation	Vacancy to be filled as per app. schedule	Particulars	Consolidated Salary (per month)
Company Secretary	1	<p>Qualification: Company Secretary and Member of the Institute of Company Secretaries of India and graduate in any stream from UGC/AICTE or any Govt. approved university.</p> <p>Experience: 3 years of post-qualification experience in relevant field in any reputable company. Govt. associated or semi govt. sector is preferable.</p>	Rs. 60,000/- Consolidated pay per month

This form should be filled in computerized format and submit along with your supporting documents



Name of the Post:

Name			
Address			
Mobile No.			
Email			
Date of Birth			
Age as of closing date of app. i.e.19-02-2025	Year	Month	Days

Educational Qualification (Descending order)

Degree	University / Board	Year of Passing	Percentage (%)

Experience Details (Descending order)

Sr. No.	Company Name	Period		Total Exp.		
		From	To	Year	Month	Days

Total Length of Experience (As on add. publish date i.e.12-02-2025):
(Years)_____ (Month),_____ Days)_____

Declaration: I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I shall be held liable for it.

Place: _____

Date: _____

Candidate Signature