



**SABARMATI RIVERFRONT DEVELOPMENT CORPORATION LTD.  
(SRFDCL)**



2<sup>nd</sup> 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](mailto:Office@srfdcl.com) **w:** [www.sabarmatiriverfront.com](http://www.sabarmatiriverfront.com)

**Advertisement for the post of Company Secretary**

SRFDCL, an SPV of Ahmedabad Municipal Corporation is formed 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 subject to 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.

- Minimum 03 years of post-qualification experience (excluding training period) in the Company Secretarial Department of a Central Public Sector Enterprise, State Public Sector Enterprise, Public Limited Company, or a Large private limited company or a Reputed Practicing Company Secretary Firms catering to large scale corporate clients. The candidate should possess a thorough understanding about compliance management of large scale Public Unlisted Company under the Companies Act, 2013 along with applicable rules, regulations and standards along with other corporate laws applicable to the organization.
- 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.
- Age limit for the candidate as on the submission date shall not be greater than 45 years.
- Remuneration is Rs. 75,000/- CTC (Consolidated pay) per month subject to statutory deduction. The salary is negotiable for a suitable candidate. In this regard, the decision of SRFDCL shall be deemed final & binding.
- Management reserves the right to select or reject any or all the applications without assigning any reason thereof.
- Management will not be responsible for delayed receipt/non-receipt of applications.
- Application along with all supporting documents (self-attested) should be send by post/courier/by hand on or before 22-04-2025 up to 5:00 PM in a cover super scribed "Application for the post of "Company Secretary". **Only hard copies of the applications received by the company on or before a due date will be considered for further evaluation. Please do not submit your application by email. Application form is mandatory.**
- For application form & more information, please visit to recruitment section of our website [www.sabarmatiriverfront.com](http://www.sabarmatiriverfront.com)

Executive Director - SRFDCL

*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 application	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 closing date i.e.22<sup>nd</sup> April 2025):-**  
(Years)\_\_\_\_\_ (Month),\_\_\_\_Days)\_\_\_\_\_

**Attached all the above mentioned documents (self assested). It is mandatory requirement, if any document is not attached**

**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**

**RECRUITMENT NOTIFICATION FOR APPOINTMENT OF COMPANY SECRETARY  
ON CONTRACTUAL BASIS**

**SRFDCL invites applications from qualified and experienced candidates for the following post on “Contract” on basis.**

<b>PARTICULARS</b>	<b>DESIGNATION - COMPANY SECRETARY</b>
<b>No. of post</b>	<b>01</b>
<b>Pay Scale</b>	Rs. 75,000/- (Consolidated) CTC subject to statutory deductions. The salary is negotiable for a suitable candidate. In this regard, the decision of SRFDCL shall be deemed final & binding.
<b>Tenure of Appointment</b>	The appointment will be on Contractual basis, for a period of 3 years, extendable to 2 years, subject to the company's requirement and the performance of the candidate.
<b>Required Education Qualification</b>	Candidates must be qualified Company Secretaries (CS) and a Member of the Institute of Company Secretaries of India (ICSI) and graduate from any stream from UGC/AICTE or any Govt. approved university.
<b>Relevant Work Experience</b>	<p>Minimum <b>03</b> years of post-qualification experience (excluding training period) in the Company Secretarial Department of a Central Public Sector Enterprise, State Public Sector Enterprise, Public Limited Company, or a Large private limited company or a Reputed Practicing Company Secretary Firms catering to large scale corporate clients. The candidate should possess a thorough understanding about compliance management of large scale Public Unlisted Company under Companies Act, 2013 along with applicable rules, regulations and standards along with other corporate laws applicable to the organization.</p> <p><b><u>Desired skill set from the candidate:</u></b></p> <ul style="list-style-type: none"> <li>• Preparing Annual Report including Board Report and annexures, Corporate Governance Report, etc.</li> <li>• Filing necessary forms and returns with ROC including XBRL forms.</li> <li>• Maintaining statutory books and records required under the Companies Act, Secretarial Standards, preparing notices, agenda and minutes.</li> <li>• coordinating and communicating with the Board, Board Committees, Senior Management and</li> </ul>

	<p>Shareholders and Facilitating and organizing Meetings of the Board, Committees and Shareholders, Postal Ballots;</p> <ul style="list-style-type: none"> <li>• Liaising with statutory regulations Governments authorities and other authorities;</li> <li>• Sound knowledge with respect to the Companies Act and rules, Secretarial Standards and other applicable legislations, rules and regulations.</li> <li>• Interpersonal skills and the ability to work well with people at all levels</li> <li>• Good verbal and written business communication skills as well as legal drafting in English as well as local vernacular language.</li> <li>• Attention to detail and a well-organized approach to work</li> <li>• Ability to work under pressure and tight timelines.</li> <li>• An effective team player</li> <li>• The ability to work with numerical information, plus analytical and problem-solving skills.</li> <li>• Impeccable Integrity when handling confidential information</li> <li>• A sound grasps of corporate governance matters.</li> </ul> <p>The candidate should be familiar with working in a computerized environment. Practical experience with relevant computer applications related to the job is desirable.</p>
<b>Max. Age</b>	45 years (as on closing date to apply)

## 1. GENERAL CONDITIONS

- i. Candidate working in PSU/Boards/Organizations of Government should submit NOC of present organization with application form.
- ii. Age limit shall be considered as on last date of the advertisement.
- iii. Prescribed qualifications are the minimum requirements and mere possession of the same does not entitle candidates to be called for interview.
- iv. The experience is post qualification and the minimum required. Mere possession of minimum experience does not confirm any right for interview / selection.
- v. Any canvassing by or on behalf of the candidates or to bring political or other outside influence regard to selection/appointment shall be a disqualification. Maximum age Limit and experience will be considered till the last date of submitting the application for the post.
- vi. Incomplete applications shall be rejected.
- vii. SRFDCL management reserves the right to cancel or amend this advertisement.
- viii. The selected candidate shall have to indicate his/her acceptance to the offer within three working days from the receipt of offer, if not; next candidate in order of merit will be offered the appointment on similar lines. However, the Competent Authority may grant such extension of time depending upon the exigencies, if so requested.
- ix. Original Documents in support of qualification and relevant experience shall

be shown and photocopies of the same to be submitted along with the Resume at the time of interview.

- x. Please note that application form is mandatory and applications submitted without the form shall be rejected.

## **2. SELECTION PROCESS**

- i. Based on eligibility, candidates meeting the criteria will be called for interview via phone or E-mail. Please provide two (02) contact numbers.
- ii. Management reserves the right to select or reject any or all the applications without assigning any reason thereof.
- iii. The Venue, Date and Time of Interview will be informed in advance.
- iv. There shall be no request for a change in date or venue, it shall not be entertained.
- v. The document verification of candidates shall be done before the Interview. The candidates are required to carry their original certificates to facilitate the document verification, failing which the candidate shall not be allowed to attend the Interview. All the marksheets, degree, experience letters, ID proofs and any other relevant documents. In case of missing documents, SRFDCL may call for the documents. In such case, the decision of SRFDCL shall be deemed final.

**Executive Director  
SRFDCL**