

**KARNATAKA STATE INDUSTRIAL AND INFRASTRUCTURE
DEVELOPMENT CORPORATION LIMITED (KSIIDC)
(A Govt. of Karnataka Undertaking)**

“Khanija Bhavan”, 4th Floor, East Wing, 49, Race Course Road, Bengaluru - 560 001.
Tele:080-22258131-32-33, Fax:080-22255740, E-mail: info@ksiidc.com, Web: www.ksiidc.com

www.ksiidc.karnataka.gov.in

WANTED COMPANY SECRETARY

Karnataka State Industrial and Infrastructure Development Corporation Limited (KSIIDC) requires a qualified (ACS) Company Secretary having 3 to 5 years of professional experience. Additional Qualification with LLB is desirable. The age of candidates should not exceed 35 years as on the last date of submission of application. The appointment is purely on contract basis for full time on consolidated salary, initially for a period of one year. Good track record and experience in PSUs is also desirable. The candidates are required to send their resume within 15 days from the date of this advertisement by e-Mail or Speed Post. For details, please visit our official Website: www.ksiidc.karnataka.gov.in and for clarifications if any, you may contact AGM (P&A). Telephone:080-22259426, Mob:98458-33566

Sd/- General Manager

**Terms and conditions for appointment of Company Secretary
for full time on contract basis for KSIIDC**

1. The appointment is purely on contract basis for full time on consolidated salary, initially for a period of 12 (twelve) months with effect from the date of reporting for duty and terminable by one month notice on either side.
2. The selected candidate will be reporting to the Managing Director through Executive Director.
3. The consolidated salary for the contract period will be determined and finalized by KSIIDC during selection process based on merit and experience and the same will be paid subject to deduction of applicable TDS.
4. During the period of contract in KSIIDC, the selected candidate should not accept/attend to any other assignment of any other organization/s and shall not leave the Headquarters without informing the competent authority.
5. The selected candidate is entitled for 1 day leave in a month.
6. The selected candidate is entitled for TA/DA as per the TA/DA Rules of KSIIDC.
7. The selected candidate will look after all the activities related to the Company Secretary/Companies' Act, including the following:
 - a) Filing of all Application/Forms, Annual returns etc., relating to the Companies' Act and amendments, within the prescribed time;
 - b) Holding and writing of proceedings of the Board meeting (including preparation of Agenda), Annual General Meeting and Extra-Ordinary General Meetings);
 - c) Maintenance of requisite books (both statutory and non-statutory but important) and papers and making entries therein;
 - d) Obtaining necessary approval of the Board of Directors, Shareholders etc., whenever necessary.
 - e) Appraising the latest amendments to the Company on Company Law and introducing applicable Secretarial standards in the Company.
 - f) All other compliances under the provisions of Companies Act, 2013.
 - g) Ensuring timely compliances of the provisions of the Companies Act, 2013 and applicable corporate laws including RBI regulations.

- i) Drafting Directors' Report and its annexures and forms to be filed with RoC.
 - j) Correspondence with Government authorities, RoC, Internal / Statutory Auditors, CAG etc.
 - k) Coordination with Senior Officers of KSIIDC and any other related Company Secretariat work.
8. In addition to the above duties and responsibilities, the selected candidate shall be responsible for all other works assigned by the Managing Director, KSIIDC from time to time.
9. In case the candidate selected is having legal background, he/she shall also provide the legal opinion related to all the day-to-day operations, as may be required by KSIIDC.
10. The candidate shall send their application along with details through e-mail or speed post, which should reach KSIIDC within 15 days from the date of Paper Notification.
11. The Corporation reserves the right to appoint or deny all the applications without any reasons and decision of the Corporation would be final in all respects.

Executive Director

1829/83 8x 2


1829/83 9 x 2

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Sd/- General Manager.

 ಕರ್ನಾಟಕ ರಾಜ್ಯ ಕೈಗಾರಿಕಾ ಮತ್ತು ಮೂಲಸೌಲಭ್ಯ ಅಭಿವೃದ್ಧಿ ನಿಗಮ ನಿಯಮಿತ (ಕೆಎಸ್‌ಐಐಡಿಸಿ)
(ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಒಂದು ಉದ್ಯಮ)
"ಖನಿಜ ಭವನ", 4ನೇ ಮಹಡಿ, ಜೀರ್ವ ಭಾಗ, ನಂ.49, ರೇಸ್‌ಕೋರ್ಸ್ ರಸ್ತೆ, ಬೆಂಗಳೂರು-560001.
ದೂ: 080-22258131-33, ಇ-ಮೇಲ್: info@ksiidc.com ವೆಬ್‌ಸೈಟ್: www.karnataka.gov.in

ಕಂಪನಿ ಸೆಕ್ರೆಟರಿ ಬೇಕಾಗಿದ್ದಾರೆ

ಕರ್ನಾಟಕ ರಾಜ್ಯ ಕೈಗಾರಿಕಾ ಮತ್ತು ಮೂಲಸೌಲಭ್ಯ ಅಭಿವೃದ್ಧಿ ನಿಗಮ ನಿಯಮಿತಕ್ಕೆ (ಕೆಎಸ್‌ಐಐಡಿಸಿ) ಪೂರ್ಣಾವಧಿಗೆ ಗುತ್ತಿಗೆ ಆಧಾರದ ಮೇಲೆ 3 ರಿಂದ 5 ವರ್ಷ ವೃತ್ತಿಪರ ಅನುಭವವುಳ್ಳ ಅರ್ಹ (ಎಸಿಎಸ್) ಕಂಪನಿ ಸೆಕ್ರೆಟರಿಯ ಸೇವೆ ಅಗತ್ಯವಿದೆ. ಹೆಚ್ಚುವರಿಯಾಗಿ ಎಲ್‌ಎಲ್‌ಬಿ ವಿದ್ಯಾರ್ಹತೆ ಹೊಂದಿದವರಿಗೆ ಅದ್ಭುತ ನೀಡಲಾಗುವುದು. ಅರ್ಜಿ ಸಲ್ಲಿಸುವ ಕೊನೆಯ ದಿನಾಂಕಕ್ಕೆ ಅಭ್ಯರ್ಥಿಗಳ ವಯಸ್ಸು 35 ವರ್ಷಗಳನ್ನು ಮೀರಬಾರದು. ನೇಮಕಾತಿಯು ಸಂಪೂರ್ಣವಾಗಿ ಗುತ್ತಿಗೆ ಆಧಾರದಲ್ಲಿ ಪೂರ್ಣಾವಧಿಗೆ ಕ್ರೋಢೀಕೃತ ವೇತನದ ಮೇಲೆ ಪ್ರಾರಂಭವಾಗಿ ಒಂದು ವರ್ಷದ ಅವಧಿಗೆ ಇರಲಿದೆ. ಸಾರ್ವಜನಿಕ ಉದ್ಯಮ ವಲಯದಲ್ಲಿ ಅನುಭವ ಮತ್ತು ಉತ್ತಮ ಸಾಧನೆಯ ದಾಖಲೆ ಹೊಂದಿರುವವರಿಗೆ ಅದ್ಭುತ ನೀಡಲಾಗುವುದು. ಅಭ್ಯರ್ಥಿಗಳು ಈ ಜಾಹೀರಾತು ಪ್ರಕಟಣೆಗೊಂಡ ದಿನಾಂಕದಿಂದ **15 ದಿನಗಳ ಒಳಗಾಗಿ** ತಮ್ಮ ಸ್ವವಿವರಗಳನ್ನು ಇ-ಮೇಲ್ ಅಥವಾ ಸ್ಪೀಡ್-ಆಂಚೆ ಮೂಲಕ ಕಳುಹಿಸತಕ್ಕದ್ದು. ವಿವರಗಳಿಗೆ ದಯವಿಟ್ಟು ನಿಗಮದ ಅಧಿಕೃತ ವೆಬ್‌ಸೈಟ್ www.ksiidc.karnataka.gov.in ಗೆ ಭೇಟಿ ನೀಡುವುದು ಹಾಗೂ ಯಾವುದೇ ಸ್ಪಷ್ಟೀಕರಣಕ್ಕಾಗಿ ಸಹಾಯಕ ಪ್ರಧಾನ ವ್ಯವಸ್ಥಾಪಕರು (ಸಿಬ್ಬಂದಿ ಮತ್ತು ಆಡಳಿತ) ರವರನ್ನು ಸಂಪರ್ಕಿಸುವುದು. ದೂರವಾಣಿ:080-22259426, ಮೊಬೈಲ್: 9845833566.
ಸಹಿ/- ಪ್ರಧಾನ ವ್ಯವಸ್ಥಾಪಕರು