

<b>Tapi Riverfront Development Corporation Limited</b> Recruitment of Company Secretary	
<b>Particulars</b>	<b>Appointment of Company Secretary</b>
<b>Qualification</b>	Company Secretary approved by The Institute of Company Secretary of India.
<b>Experience</b>	Minimum 3 Years as Company Secretary of any recognized firm or Government Organization in the field of legal & regulatory matter of the Company and good knowledge of Companies Act.
<b>Salary</b>	Upto Rs. 50,000

### **Submission of Application**

The Candidate needs to send their application in the prescribed format **through Indian Postal department only else application will be straight away rejected.** Application must be send in hard copies with duly filled application form along with detailed resume, contact information, photograph, and all necessary documents from 05/08/2023 to 19/08/2023 (except public holiday) during office hours to **“Deputy General Manager, Tapi Riverfront Development Corporation Limited”** at **“Tapi Riverfront Development Corporation Limited, Room No. 35, Surat Municipal Corporation, Gordhandas Chokhawala Marg, Muglisara, Surat, 395003, Gujarat, India”**. **The envelope should be superscribed with the name of the post applied else envelope will be straight away rejected.** Application received after the close of office hours on 19/08/2023 will not be considered.

### **Criteria for Selection**

The candidates screened on the basis of academic qualification and experience will be called for personal interview.

The candidate should have communication skills in both English and Gujarati languages and a good knowledge of Companies Act/Law, Finance, GST, Income Tax.

For selection or rejection of any candidate Chairman-TRFDCL shall be the final authority on behalf of TRFDCL.

### **Appointment:**

Appointment of the Candidate will be on 11 months contract basis and no other benefits will be provided apart from remuneration. Remuneration

mentioned above shall be decided & fixed depending on the qualification, experience and performance in the interview of the candidate.

**The Following attested documents are required to be attached with Application form.**

- 1) H.S.C Marksheet along with passing Certificate
- 2) Final Marksheet(s) issued by the Institute of Company Secretaries of India along with Passing Certificate.
- 3) Work Experience Certificate(s)
- 4) Any other marksheet/certificate
- 5) Photo ID Proof (Aadhar Card/Voters Card/Passport)

**Note:** Application submitted without the duly filled Application form and mentioned documents shall be considered invalid and straight away be rejected.

**Application Form**

Affix Latest Photo

**Advertise no.** : \_\_\_\_\_

**Name of Post** : \_\_\_\_\_

**Name** : \_\_\_\_\_

**Father's Name** : \_\_\_\_\_

**Permanent Address** : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Present Address** : \_\_\_\_\_  
\_\_\_\_\_

**Contact No.** : \_\_\_\_\_

**Date of Birth** : \_\_\_\_\_

**Gender** : \_\_\_\_\_

**Marital Status** : \_\_\_\_\_

**Language Known** : \_\_\_\_\_

**Nationality** : \_\_\_\_\_

Signature

**Education Qualification**

<b>Degree</b>	<b>Board/University</b>	<b>Year of Passing</b>	<b>Percentage</b>

<b>Experience Detail</b>					
<b>Sr. No.</b>	<b>Name of the Firm/Company Organisation/Institute</b>	<b>Designation</b>	<b>Duration (DD/MM/YY)</b>		<b>Total Experience in Month(s)/Year(s)</b>
			<b>From</b>	<b>To</b>	

\*Note on Experience:

1. Experience Mentioned without Experience Certificate will not be considered
2. In case of Current Job, candidate shall attach appointment letter and if selected, Experience Certificate is to be submitted at the time of joining.

**Other Detail :**

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**Your Faithfully  
Name & Signature**