



HOUSING & URBAN DEVELOPMENT CORPORATION LTD.
(A Govt. of India Enterprise)

Housing and Urban Development Corporation Ltd (HUDCO) is a Schedule-A, Mini-Ratna Company and a premier techno-financing public sector enterprise, in the field of housing and infrastructure development in the country having its Corporate Office in the National Capital Region, New Delhi and operates through a strong and multi-disciplinary work force placed over its nationwide network of Regional and Development offices.

HUDCO invites applications from committed, result oriented and experienced professional for filling up the post of Company Secretary(E-7/E-6 Level) as per following details:

Name of the Post: Company Secretary(E-7/E-6 level)

Number of Post: 01(Unreserved)

Qualification: Associate Membership of the Institute of Company Secretaries of India preferably having a Law Degree

Experience Profile: Should have 17 years experience(E-7)/15 years experience (E-6) in Company Secretarial Compliances in Govt/Public/Private Company of repute (having minimum paid up capital of 500 crore or more). The incumbent should possess thorough knowledge of matters pertaining to Institutional Finance, Company Law, Corporate and Secretarial functions. The candidate should be well versed with the provisions and regulations of Companies Act, RBI, DPE and SEBI rules & regulations. The candidate should have experience of handling Board matters such as organizing Board Meetings, presentation of Board memoranda/agendas and should have handled these matters independently. The candidate should have a good administrative and liaisoning skills. The candidate should be able to cope up with all responsibilities of a Company Secretary in a large Company including statutory compliance under the Companies Act, RBI, DPE, SEBI and other relevant Corporate Laws.

Upper Age Limit: Maximum 50 years(E-7)/Maximum 48 years(E-6).

The present age of retirement in HUDCO: 60 years

Level/Pay-scale for Recruitment: Rs.100000-3%-260000(E-7 level)/Rs.90000-3%-240000(E-6 level) on IDA pattern.

- ❖ Besides basic-pay, other allowances like IDA and HRA etc. are admissible as per rules.
- ❖ Relaxation in age limit for SC/ST candidates will be 5 years, 3 years for OBC, 10 years for PWD, 15 years for PWD-SC/ST and 13 years for PWD-OBC.
- ❖ Employees of Govt. Departments/Public Sector Undertaking should apply through proper channel and also NOC to be produced at the time of interview.
- ❖ Relaxation of 5 years in age limit shall be available to the internal candidates fulfilling the prescribed requirements.
- ❖ The relevant experience for external and internal candidates in executive cadre should include minimum 2 years experience in the immediate lower scale of Rs.90000-3%-240000(E-6 level)/ Rs.80000-3%-220000(E-5 level) or equivalent CDA pay scale in Pay Level 12 Rs.78,800-2,09,200/level 11 Rs.67700-208700 in the Pay Matrix or equivalent pay scales of state Govt. etc. along with hierarchy of levels/posts in their respective organization.
- ❖ The candidates working in the private sector must submit CTC drawn and its break up along with pay structure. The candidate is also required to provide his/her hierarchy in the organization along with the hierarchy structure.
- ❖ The cut-off date for considering age and post qualification experience will be as on 01.07.2023.

Applications in prescribed format given at **Annexure-I** with self-attested copies of certificates and testimonials, be sent within 15 days from the date of publication of this advertisement to Joint General Manager (HR), Housing and Urban Development Corporation (A Govt. of India enterprises), Core-7A, HUDCO Bhawan, India Habitat Centre, Lodhi Road, New Delhi – 110 003. Any corrigendum/addendum/update for this recruitment shall be published only on the HUDCO's website.

Application received in other than the prescribed format will be rejected.



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Annexure-I

Application Format

Affix self attested
recent colored
passport size
photograph

Post applied for : _____

1. Name (in CAPITAL) : _____

2. Father's / Husband's Name : _____

3. Marital Status : _____

4. Correspondence Address : _____

5. Permanent Address : _____

6. Contact phone No. : _____

7. E-mail ID : _____

8. Category : _____ Gender _____

9. Date of Birth : _____

10. Age as on (.....) : _____ years _____ months

11. Qualification (Academic & Professional)

Degree / Diploma	Specialisation	Whether full time or part time / regular / correspondence	University/ Institute	Percentage & Year

12. Experience details in Executive Posts

Name of the employer	Positions held	Pay Scale in case of PSU/ Govt./State Govt. etc. & in case of Pvt. Sector the	Period		Nature of duties	Duration (in no. of years / months)
			From	To		



		CTC (with break up of pay in ₹)*				

* Hierarchy of scales/level may be given wherever required.

13. Certified that the information furnished above is true to the best of my knowledge & belief, if at any stage, any information is found to be false or incorrect, my application will be liable to be rejected.

Place :

Signature of the candidate

Date :

Note : Separate additional sheets may be used for giving any additional information pertaining to above specifications. These sheets shall be signed by the applicants with name.