

**NATIONAL MINORITIES DEVELOPMENT & FINANCE CORPORATION  
(A Govt. of India Undertaking, Ministry of Minority Affairs)  
1<sup>st</sup> Floor, Core-1, Scope, Minar, Laxmi Nagar, Delhi-110092**

**Advertisement for the recruitment to the post of Company Secretary on  
contract basis  
Advt. No. NMDFC/ H&A/CS-2/2024**

Applications in the prescribed format are invited from **“Eligible Candidates”** for the post of Company Secretary who are qualified as **“Company Secretary”** from the Institute of Company Secretaries of India (ICSI) in NATIONAL MINORITIES DEVELOPMENT & FINANCE CORPORATION (NMDFC) at Delhi on contract basis for short-term period. The eligibility criteria, terms and conditions, scope of work, instructions and prescribed format of application(Annexure I) is available on the website of NMDFC [www.nmdfc.org](http://www.nmdfc.org) under the link “Recruitment to the post of Company Secretary on Contract basis”.

Interested candidates ready to join immediately can apply within 15 days from the date of publication of this advertisement on the website of NMDFC by sending their application in prescribed format by post/courier along with recent passport size photograph, copies of educational/professional qualification and experience certificates addressing to the Chief Manager, (H&A) NATIONAL MINORITIES DEVELOPMENT & FINANCE CORPORATION (NMDFC) 1st Floor, Core-1, Scope, Minar, Laxmi Nagar, Delhi-110092 subscribing the envelope as “Application for the post of Company Secretary”. Alternatively applications with all requisite documents may be submitted on email address [nmdfc.hrm.admn@gmail.com](mailto:nmdfc.hrm.admn@gmail.com).

The last date of submission of physical applications or through e-mail is 22nd October,2024 upto 11:30AM

**NATIONAL MINORITIES DEVELOPMENT & FINANCE CORPORATION**  
**(Under Ministry of Minority Affairs)**  
**Regd. Office: 1<sup>st</sup> floor, Core-1, Scope Minar, Laxmi Nagar, Delhi-92**

NMDFC proposes to engage a Company Secretary on short term contract basis at its registered office in Delhi on the following terms & conditions:

**Eligibility Criteria:**

Applicant must be Graduate in any discipline and Associate Member of Institute of Company Secretary of India (ICSI) having post qualification experience of 4-5 years in any reputed organization of Central/ State Govt/ PSU/ Private Sector or practicing Company Secretary with an experience of at least 3 years with income of Rs. 3.00 Lakh per annum from profession. Such candidates are required to submit their IT return filed for the immediate previous financial year.

**Terms & Conditions**

Tenure:- The engagement is purely on short term contract basis for a maximum period upto one year. This appointment will not vest any right to claim by the candidate for regular appointment or permanent absorption in the NMDFC OR for continued contractual appointment which may be renewed or terminated on the basis of satisfactory performance and conduct.

ii. Remuneration:- During the period of contract the monthly consolidated payment of Rs 75000/- will be paid by the NMDFC. The contractual appointee will not be entitled to any other allowances, financial benefits or concessions as admissible to regular employees of NMDFC.

iii. Expiry of contract:- The contract will automatically expire on completion of defined period or until it is renewed with mutual consent for the decided period. The contractual appointment can be terminated at any time, by either side, by giving 30 days' notice or remuneration in lieu thereof.

iv. The Competent Authority reserves the right to withdraw the process in full or in part and also the right to reject any or all applications received without assigning any reason or giving notice etc

v. The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.

vi. He/ She will have to report to NMDFC on regular basis. However 01 (one) day leave shall be allowed for each completed month of service.

vii. For attending office on holidays either compensation amount or compensatory leave as per the extant rules for the Corporation. The working hours is 9.30 AM to 6.00 PM from Monday to Saturday.

vii. No travelling or other allowances will be paid to the candidate for attending the interview.

viii. The candidate should not have been convicted by any Court of Law.

ix. Canvassing in any form will render the candidate disqualified for the post.

x. If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have willfully suppressed any material information, he/she will be liable- to be removed from service and or such other action as the appointing

authority may deem fit.

xi. The decision of the Competent Authority regarding selection of the candidate will be final and no representation will be entertained in this regard.

### **Scope of Work:**

Providing full gamut of Company Secretarial Service to NMDFC which includes the following:-

1. Providing Legal updates in relation to Corporate Laws including circulars, orders, rules, precedents and notifications issued there under.
2. Convening and coordinating Committee meetings & Board meetings in compliance with the provisions of the Company Law;
3. Convening and coordinating general meetings/class meetings in compliance with the provisions of the Company Law;
4. Preparation, finalization and maintenance of Minutes of the Committee/Board/General/Class meetings including resolutions by circulation, issuing certified true copies and related statutory documentation;
5. Maintaining various Statutory Registers under the Companies Act, 2013.
6. Preparing of various returns and reports as per Company Law.
7. Providing Secretariat documentation and support in relation to talking Approval from the Central Government under various Provisions of the Companies Act.
8. Deal with ROC and providing Secretarial documentation and support in relation to dealing with RD, NCLT and other authorities of Ministry of Corporate Affairs as required for the functioning of NMDFC.
9. All Certification work of the Company.
10. Providing Secretarial documentation and support in relation to appearance before NCLT and Regional Director for compounding of offences and various Approvals.
11. Providing Consultancy on Company Law Matters.
12. Providing Secretarial documentation and support in relation to appearance in Court of Law on behalf of Corporation, if required.
13. Providing Secretarial documentation and support in relation to liaison with various Government Departments, Ministries and RBI etc.
14. Any other work relating to provide professional advisory secretarial services.
15. Check compliances of Associate Organizations in which CMD is appointed as Director on their Board.
16. Preparation of Quarterly and Annual Progress Report on guidelines issued by DPE on Corporate Governance.
17. Adherence to the compliance of DPE's Corporate Governance Guidelines.
18. Provide Consultancy on Legal Matters to the Management, to take the benefits of other laws like insolvency and Bankruptcy Code, 2016 for recovery of funds due to NMDFC.
19. Compliance of other laws applicable to the Corporation.
20. Any other work as assigned by the management of NMDFC from time to time.

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### **Instructions:-**

1. Applicant may forward their application as per format enclosed at (Annexure-I).
2. The application in the prescribed Pro-forma should be on a good quality A4 size paper.
3. The application along with required documents may be sent to Chief Manager

(HRM & Admin), National Minorities Development & Finance Corporation, 1<sup>st</sup> Floor, Core-1, SCOPE Minar, Delhi- 110092, by post/courier latest by . The scanned copy of the same may also be emailed on nmdfc.hrm.admn@gmail.com

4. The above assignment is purely on contract basis, for a maximum period of up-to one year.
5. The Incumbent selected shall have no claim what-so-ever for regularization of their service in NMDFC.
6. Candidates are advised in their own interest to satisfy themselves about their eligibility as per the notified eligibility criteria to avoid disappointment at a later stage, candidates meeting the eligibility criteria and producing all the prescribed required documents will be called for an interview.
7. If any candidate is found canvassing for his/her selection, he/she will be disqualified for being called for interview/ being selected.