

**UTTARAKHAND SEEDS AND TARAI DEVELOPMENT CORPORATION LTD.  
PANTNAGAR,P.O. HALDI, DISTT. UDHAM SINGH NAGAR**

**WALK-IN-INTERVIEW**

Applications are invited for filling up Company Secretary Consultant basis :

Sl. No.	Name of Post	Pay Band	Grade Pay	Number of Post					Remarks
				SC	ST	OBC	GEN	Total	
1.	Company Secretary (Consultant)	-	-	-	-	-	01	01	Consultant

[A] Prescribed Educational Qualification and experience are as under :-

(i) **Qualification** :

The candidate must be Associate Member, Institute of Company Secretaries of India and should also have minimum experience of 5 years in Company Secretarial Works.

(ii) **Work** :

- All Board of Directors matters, advising the Directors, discharging specific duty assigned by Board and all corporate matters.
- Convening and attending the BOD/Audit committee meetings, AGM and EOGM Legal Compliances under various laws, all compliances under the Companies Act and filling all returns required to be filled under the Act.
- Supervising the maintenance of all statutory records to be maintained.
- All legal matters and giving the legal advice as and when asked.
- Advising in the matters of Accounts and Finance and finalization of the Annual Accounts.
- Assist the management in the matters of Human Resource, Administration and Labour Laws.
- Any other work assigned by Managing Director from time to time.

[B] (i) **Nationality** : For direct recruitment, the candidate should be (a) Citizen of India

(b) Candidate migrated from Tibet to in India before January 1962 with intention of becoming Indian citizen (c) Indian origin migrated to become Indian citizen from Pakistan, Burma, Sri Lanka or eastern African countries viz Kenya, Uganda or United Republic of Tanzania.

(ii) **Maximum Age** : 42 years However, in case of exceptionally qualified person, Suitable age relaxation may be considered.

(iii) Incomplete application will not be considered.

(iv) Attested copies of the certificate and mark sheet proving qualification, Age experience etc. should also be attached with the application.

(v) The application complete in all respects may be sent to Managing Director, Uttarakhand Seeds And Tarai Development Corporation Ltd. Pantnagar, P.O. Haldi, Distt. Udhham Singh Nagar (U.K.) 263146 through Registered post/Speed post only and the application must be reach on above address upto dated **20.08.2022**. Application sent through courier or submitted directly or received after the due date will not be considered.

(vi) The Corporation reserves the right to fill or not to fill the above post so advertised. All disputes are subject to Distt. Udhham Singh Nagar (U.K.) Jurisdiction.

[C] **HOW TO APPLY** : Application affixed with recent passport colour photograph on plain paper covering Name, Date of Birth, Qualification, Experience, Permanent and Correspondence Addresses etc. should reach the office of the Managing Director latest by dated **20.08.2022**.

[D] **SELECTION PROCEDURE :-** Selection will be made through conducting Interview if the applicants found in order.

**Managing Director**