ENGAGEMENT OF CONSULTANT IN COMPANY SECRETARY WING OF HUDCO

Applications are invited for a short-term consultancy assignment for a period of six months from retired officials of Government/CPSEs as per the following eligibility criteria:-

Name of the Post
Consultant

Qualification
Associate Membership of the Institute of Company Secretaries of India

Experience Required
At least 20 years post qualification experience including experience of having worked in Company Secretarial Compliances in Govt/Public/Private listed Company of repute (having minimum paid up capital of 500 crore or more).

The candidate should be well versed with the provisions and regulations of Companies Act, RBI, DPE and SEBI. The candidate should have experience of handling Board matters such as organizing Board Meetings, presentation of Board memoranda/agendas, etc. The candidate should have good administrative and liaisoning skills. The candidate should have experience of working in a large Company including handling of statutory compliances under the Companies Act RBI, DPE, SEBI and other relevant Corporate Laws.

Upper Age Limit
Maximum 65 years (as on date of publication of Notice)

Monthly Remuneration
Rs.1,50,000 per month fixed

Period of Engagement
Six months

Location
Corporate Office, New Delhi

The interested candidates who have retired from Government/CPSEs meeting the above eligibility criteria may send their applications containing full details and the nature of work handled by them to the Joint General Manager (HR) through email hrrhudco@hudco.org within a week’s time from the date of publishing of this Notice i.e. by 11.10.2023