



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	<p>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).</p> <p>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 liasioning 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.</p>
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 hrhudco@hudco.org within a week's time from the date of publishing of this Notice i.e. by 11.10.2023

Recd
5/10/23

11/10/2023