

Advertisement released in Vijaya Karnataka and Deccan Herald Dailies (Karnataka Edition) on Saturday, the 26th day of February 2022.

 **KARNATAKA STATE INDUSTRIAL AND INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED (KSIIDC)**
(A Government of Karnataka Undertaking)
"Khanija Bhavan" 4th Floor, East Wing, 49, Race Course Road, Bengaluru-560001. Tele: 080-22258131-32-33,
e-Mail: ksiidcz5@ksiidc.com/info@ksiidc.com
Website: www.ksiidc.com

WANTED COMPANY SECRETARY

KSIIDC requires a qualified (ACS) Company secretary who is having 3 to 5 years of professional experience. Additional qualification with LLB is desirable. The appointment will be purely on contract basis on consolidated salary. Good track record and experience in PSUs is also desirable. The candidates are required to send their resume within 15 days from the date of this advertisement to e-Mail. For details please visit Official Website: www.ksiidc.com and also for clarifications, if any, you may contact AGM(P&A). Tele. 22259426, Mob. 9880705877.

Sd/- Executive Director

 **ಕರ್ನಾಟಕ ರಾಜ್ಯ ಕೈಗಾರಿಕಾ ಮತ್ತು ಮೂಲಸೌಲಭ್ಯ ಅಭಿವೃದ್ಧಿ ನಿಗಮ ನಿಯಮಿತ (ಕೆಎಸ್‌ಐಐಡಿಐಸಿ)**
(ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಒಂದು ಉದ್ಯಮ)
4ನೇ ಮಹಡಿ, ಪೂರ್ವ ಭಾಗ, ಖನಿಜ ಭವನ, ನಂ.49, ರೇಸ್‌ಕೋರ್ಸ್ ರಸ್ತೆ,
ಬೆಂಗಳೂರು-560001. ದೂ: 080-22258131-32-33
ಇ-ಮೇಲ್: ksiidcz5@ksiidc.com/info@ksiidc.com
ವೆಬ್‌ಸೈಟ್: www.ksiidc.com

ಕಂಪನಿ ಸೆಕ್ರೆಟರಿ ಬೇಕಾಗಿದ್ದಾರೆ

ಕರ್ನಾಟಕ ರಾಜ್ಯ ಕೈಗಾರಿಕಾ ಮತ್ತು ಮೂಲಸೌಲಭ್ಯ ಅಭಿವೃದ್ಧಿ ನಿಗಮ ನಿಯಮಿತಕ್ಕೆ 3 ರಿಂದ 5 ವರ್ಷ ಅನುಭವವುಳ್ಳ ಅರ್ಹ ಕಂಪನಿ ಸೆಕ್ರೆಟರಿ ಸೇವೆ ಆಗತ್ಯವಿದೆ. ಹೆಚ್ಚುವರಿಯಾಗಿ ಎಲ್‌ಎಲ್‌ಬಿ ವಿದ್ಯಾರ್ಹತೆ ಹೊಂದಿದವರಿಗೆ ಆದ್ಯತೆ ನೀಡಲಾಗುವುದು. ನೇಮಕಾತಿಯು ಗುತ್ತಿಗೆ ಆಧಾರದಲ್ಲಿ ಕ್ರೋಡೀಕೃತ ವೇತನದ ಆಧಾರದ ಮೇಲಿರಲಿದೆ. ಸಾರ್ವಜನಿಕ ಉದ್ಯಮ ವಲಯದಲ್ಲಿ ಅನುಭವ ಮತ್ತು ಉತ್ತಮ ಸಾಧನೆ ದಾಖಲೆ ಹೊಂದಿರುವವರಿಗೆ ಆದ್ಯತೆ ನೀಡಲಾಗುವುದು. ಅಭ್ಯರ್ಥಿಗಳು ಜಾಹೀರಾತು ಪ್ರಕಟಣೆಗೊಂಡ ದಿನಾಂಕದಿಂದ 15 ದಿನಗಳ ಒಳಗಾಗಿ ತಮ್ಮ ಸ್ವ ವಿವರಗಳನ್ನು ಇ-ಮೇಲ್‌ಗೆ ಕಳುಹಿಸತಕ್ಕದ್ದು. ವಿವರಗಳಿಗೆ ದಯವಿಟ್ಟು ಅಧಿಕೃತ ವೆಬ್‌ಸೈಟ್ www.ksiidc.com ಗೆ ಭೇಟಿ ನೀಡಬಹುದು ಹಾಗೂ ಯಾವುದೇ ಸ್ಪಷ್ಟೀಕರಣಕ್ಕಾಗಿ ಸಹಾಯಕ ಪ್ರಧಾನ ವ್ಯವಸ್ಥಾಪಕರು (ಪಿ&ಎ)ರವರನ್ನು ಸಂಪರ್ಕಿಸುವುದು.: ದೂ: 2225 9426, ಮೊ: 98807 05877. e-Mail: ksiidcz5@ksiidc.com/info@ksiidc.com

Sd/- ಕಾರ್ಯನಿರ್ವಾಹಕ ನಿರ್ದೇಶಕರು



Terms and conditions for appointment of Company Secretary
on Contract basis for KSIIDC

1. The appointment is purely on temporary and on **contract basis** for a period of 12 (Twelve) months, with effect from the date of reporting for duty and terminable by one month notice on either side.
2. **Qualification and Experience:** Graduation from a recognized University should possess Membership Certificate of the Associate Company Secretaries of India (ICSI) for having completed the Company Secretaryship course. Should have 3 to 5 years of professional experience. Candidates who possess LLB and having experience in Public Sector Undertakings will be given preference.
3. **Age limit:** Maximum 60 years.
4. The Selected candidate will be reporting to the Managing Director through Executive Director ;
5. The consolidated salary for the contact period will be determined and finalized by KSIIDC during the selection process based on the merit and experience, subject to deduction of applicable TDS.
6. During the period of contract in KSIIDC, the selected candidate should not accept / attend to any other assignment of any other organization/s and shall not leave the headquarters without informing the competent authority.
7. The selected candidate is entitled for 1 day casual leave in a month.
8. The selected candidate is entitled for TA/DA as per TA/DA Rules of the KSIIDC.
9. The selected candidate will look after all the activities related to Company Secretary / Companies Act including;
 - a) Filing of all Application / Forms, Annual returns etc., relating to Companies Act, 2013 and amendments, within prescribed time;
 - b) Holding and writing of proceedings of the Board meeting (includes preparation of Agenda), Annual General Meeting and Extra-Ordinary General Meetings;

- c) Maintenance of requisite books (both statutory and non-statutory but important) and papers and making entries therein.
 - d) Obtaining necessary approval of Board of Directors, Shareholders etc., whenever necessary;
 - e) Appraising the latest amendments to the Company on Company Law and introducing applicable Secretarial standards in the Company;
 - f) All other compliances under the provisions of Companies Act, 2013;
 - g) Ensuring timely compliances of the provisions of the Companies Act, 2013 and applicable corporate laws including RBI regulations;
 - h) Drafting various documents required for conducting meetings of Board, Sub-Committees and shareholders such as notice of meetings with agenda, notes on agenda items, resolutions, minutes of meeting etc;
 - i) Drafting Directors' Report and its annexure and forms to be filed with RoC;
 - j) Correspondence with Government authorities, RoC, Auditor, CAG etc;
 - k) Coordination with Senior Officers of KSIIDC and any other related Company Secretariat work;
10. In addition to the above duties and responsibilities, the selected candidate shall also be responsible for all other works assigned by Managing Director, KSIIDC, from time to time.
11. In case of candidate selected having legal background, he / she shall also provide legal opinion related to all the day to day operations of the Corporation, as may be required by KSIIDC.
12. Candidates may indicate their expected remuneration in their application.
13. The candidates shall send their application along with details through email or speed post, which should reach KSIIDC within 15 days from the date of paper notification.

The Corporation reserves the right to appoint or deny all the applications without any reasons and decision of the Corporation would be final in all respects.

Executive Director