



## **Madhya Pradesh State Electronics Development Corporation Ltd.**

State IT Centre, 47-A, Arera Hills, Bhopal – 462 011

MPSEDC invites applications for the post of **Company Secretary**

**No. of Vacancy** – 1 Post

### **JOB DESCRIPTION AND EXPECTATION**

The Company Secretary is required to manage the company secretarial related jobs such as conducting board meetings, drafting minutes, filing of all returns to ROC, correspondence with ROC, etc as per the provisions of the Company's Act and any amendments there on from time to time. Since, Agendas and minutes are to be drafted in Hindi, it is expected that the applicant is well versed in Hindi language (Both in writing and reading). The incumbent is required to work with the existing team in the Company Secretarial Department providing vision and leadership.

### **QUALIFICATION**

Graduate with CS with minimum 5 years of post membership experience in handling Company Secretarial Jobs in organizations. Should have worked in managerial positions for 5 years and should have good communication skills in English and Hindi.

### **REMUNERATION AND SERVICE CONDITIONS**

Rs. 75,000/- per month, Contractual Appointment, Initially for one year which is extendable with annual increments based on performance.

Interested candidates may mail their detailed resume to [info@mpsedc.com](mailto:info@mpsedc.com) by **5<sup>th</sup> February, 2016 highlighting the Post Applied for in the SUBJECT LINE.**

Sd/-

Managing Director

**M P State Electronics Development Corporation Limited**

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[www.mpsedc.com](http://www.mpsedc.com)

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