



# Aurangabad Smart City Development Corporation Limited, Aurangabad.



No. ASCDCL/2021/1178

Date: 18/11/2021

## RECRUITMENT FOR POSITIONS IN ASCDCL

Aurangabad Smart City Development Corporation Limited (ACSDCL) invites applications for appointment (on contract basis) to the following positions in ASCDCL division.

<b>Position – 1: Company Secretary</b>	
Scope of work	<p>The Company Secretary shall be overall responsible for:</p> <ul style="list-style-type: none"><li>• Prepare and file various statutory returns and reports and ensure adherence to all secretarial compliances including the compliances specified under Companies Act, 2013 and other relevant acts such as taxations;</li><li>• Convene and organize the Annual General Meeting, the Board of Directors meetings, the Executive Committee Meetings, the Extra Ordinary General Meetings including preparation of the notice as well as the circulation of the agenda and preparation of draft minutes of the meeting</li><li>• Ensure all meetings are convened as per norms and statutory guidelines</li><li>• Ensure accurate and timely recording of approved minutes of meetings convened and conducted, including the AGM, the EGM and the BOD</li><li>• Ensure and monitor overall compliance with laws and regulations and act as Compliance Officer for Companies Act before the Board of Directors of SPV</li><li>• Finalize the department budget and obtain approval / sanction for the same</li><li>• Ensure timely response to audit paras and parliamentary/legislative questions</li><li>• Advises the company on arbitration, negotiation and conciliation in commercial disputes between various parties and prepare draft wherever required</li><li>• To coordinate with ROC &amp; MCA regarding compliances related to ASCDCL and to attain hearings on behalf of ASCDCL.</li><li>• To maintain AGM &amp; BOD meetings resolution books and also compliance</li><li>• To Maintain and preserve a secretarial records, statutory registers and books.</li><li>• Ensure that the MIS reports are submitted in a timely manner</li></ul>
Qualifications:	<ul style="list-style-type: none"><li>• The incumbent should be Post graduate in any discipline from a recognized university/ institute</li><li>• An Associate member of the Institute of Company Secretaries of India.</li><li>• Additional LLB degree from a recognized institute or university will be an added advantage</li></ul>

Documents to be submitted:	<ul style="list-style-type: none"> <li>• Should have experience as company secretary in similar sized organizations for at least 3 years</li> <li>• Previous experience in working in infrastructure company will be an added advantage</li> </ul>
Age Limit (as on 31 <sup>st</sup> July 2021)	Not more than 40 years.
Consolidated pay per month (all-inclusive on CTC basis)	Remuneration shall be commensurate with experience and other perquisites as per ASCDCL policy.

<b>Position – 2: Chief Finance Officer</b>	
Scope of work	<ul style="list-style-type: none"> <li>• CFO shall be overall responsible for:</li> <li>• Providing leadership and effective support in achieving sustained growth of the Company.</li> <li>• Accounts, Finance &amp; Commercial functions of the Company, including taxation matters.</li> <li>• Evolving, formulating and implementing policies relating to entire gamut of financial and commercial operations.</li> <li>• Financial structuring of the projects.</li> <li>• Drafting of all commercial documents.</li> <li>• Preparation and submission of periodical financial reports.</li> <li>• Liaison with various Government Departments &amp; Agencies for financial matters.</li> <li>• Ensuring compliance of all applicable laws and rules with regard to financial matters.</li> <li>• Working in close coordination with and providing due assistance (in financial matters) to the Additional Chief Executive Officer in the interest of maintaining standards of service delivery while maintaining highest norms of financial propriety.</li> <li>• Providing advice on all financial matters pertaining to the company or on any matters referred by the Chief Executive Officer and the Additional Chief Executive Officer.</li> <li>• Working under the overall guidance and direction of the Chief Executive Officer.</li> </ul>
Qualifications:	<ul style="list-style-type: none"> <li>• Post Graduate in Commerce or CA or Cost Accountant or MBA (Finance) from institute of repute Or</li> <li>• MFAS - Group “A” services, retired MFAS officer Group “A” having worked at least at the level of Deputy Director/CAFO, ZP Or</li> <li>• IA&amp;AS Group “A” retired with Urban Local Bodies at any level or IAAS group “A” officer.</li> </ul>
Documents to be submitted:	<ul style="list-style-type: none"> <li>• Details of experience and posts held during the last 10 years Proof of age.</li> <li>• Proof of qualifications.</li> <li>• References from previous employers/persons of repute.</li> </ul>
Age Limit (as on 30 <sup>st</sup> Oct 2021)	<ul style="list-style-type: none"> <li>• Not more than 65 years</li> </ul>
Consolidated pay per month (all inclusive on CTC basis)	<ul style="list-style-type: none"> <li>• Remuneration shall be commensurate with experience and other perquisites as per ASCDCL policy</li> </ul>

**General conditions for all the above posts:**

- i. Number of post(s): Two
- ii. The place of posting shall be Aurangabad, Maharashtra.
- iii. The applications should be emailed to [admin@aurangabadsmartcity.in](mailto:admin@aurangabadsmartcity.in) before 6.00 PM on 02/12/2021
- iv. The application received will be scrutinized for eligibility as per qualification criteria mentioned above. Only those candidates who possess the requisite educational and experience qualifications will be considered eligible for interview. If number of eligible candidates is high the company and only such shortlisted candidates will be called for interview. For the candidates shortlisted, no TA/DA would be provided for attending the interview.
- v. The candidate not fulfilling the eligibility criteria would not be considered for the interview process. The decision of the Company will be final and binding in this regard.
- vi. The Company reserves its rights to accept or reject any application, without assigning any reasons thereof.
- vii. ASCDCL reserve the rights to relax qualification criteria for the positions in case of outstanding applications.
- viii. The posts advertised are full time posts. The selected persons will have to stay in Aurangabad city and be available for work as per requirement. The job being offered is of high prestige and integrity and offers unparalleled opportunity in bringing change and development at a citywide level. The job is also extremely challenging and therefore dynamic, innovative, hardworking, sincere people with integrity and considering themselves capable of doing justice to this role may only apply.

**Sd/-**

**Chief Executive Officer**  
Aurangabad Smart City Development  
Corporation Limited (ASCDCL)

**&**

**Administrator/Commissioner**  
Aurangabad Municipal Corporation