

Govt. of Jharkhand  
**Jharkhand Industrial Infrastructure Development Company Ltd.**  
 (A Govt. of Jharkhand Undertaking)  
 3rd Floor, New RIADA Building,  
 Industrial Estate, Namkum, Ranchi – 834010

Advertisement No:

Dated:

## Recruitment Notice

Jharkhand Industrial Infrastructure Development Corporation has been established to create, develop and maintain infrastructure facilities for systematic growth of industrial units in the State of Jharkhand.

JIIDCO now seeks to hire professional on contractual basis. Jharkhand Industrial Infrastructure Development Corporation with requisite qualifications to fill up the post as mentioned below.

S I N o	Designation	No. of Post	Reservatio n Category	Qualification and Experience	Remuneration per Month (Approximate)	Max. Age allowed as on 31 <sup>st</sup> July. 2019
1	Company Secretary	1	Un Reserved	<p><b>Essential Qualification:</b> Candidate should be Members of ICSI (The Institute of Company Secretaries of India) with Graduation. Minimum 5 (five) Years post qualification experience as a CS member of ICSI.</p> <p><b>Desirable Qualification:</b> Candidates having LLB / CA/ ICWA shall be preferred.</p>	In the pay Scale of 9300- 34800/ grade pay- 5400/ Level-9 as per 7 <sup>th</sup> pay commission (Total Gross Approx. emoluments will be 73000/-)	Should not exceed 45 years as on July 31 <sup>st</sup> , 2019.

## Terms and Conditions

- 1 Reservations as per Govt. of Jharkhand policy shall be applicable.
- 2 The Management reserves the right to relax the essential qualifications as and when the need arises
- 3 The Management reserves the right to cancel the appointment at any stage without assigning any reason.
- 4 The application shall be sent through only Speed Post/ Registered post or Courier only, hand delivery will not be entertained
- 5 Other Allowances, if any, shall be as applicable for recruitment on contract as per applicable Government / JIIDCO Policies.
- 6 Contract appointee shall be paid consolidated amount as per Govt. rules and Board decision taken from time to time.
- 7 The applications shall be short listed on the basis of relevance of educational and professional experience to the applied post and selected applicants shall be intimated in due course for personally appearing before the Interview Board. The candidate will have to bear the cost of transport and logistics etc. Mode of recruitment shall be personal interview/ skill test. The decision of Company is final and binding. The company reserves its rights to accept or reject any applications, without assigning reasons there for.
- 8 The Candidates will be hired on contract basis for a duration of 2 years which may be extended by JIIDCO on its terms and conditions upon satisfactory performance and as per applicable government policies.
- 9 Knowledge of computer for all posts is desirable.

- 10 The Short listed candidate will be intimated by E-mail/call about the date of interview/ skill test.
- 11 Applications in the prescribed format should be submitted by 04<sup>th</sup> October, 2019 by 5.00 PM through speed post / registered post or Courier clearly mentioning the name of post applied for at the front of envelop at **JHARKHAND INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION (JIIDCO), (A Govt. of Jharkhand Undertaking), 3rd Floor, New RIADA Building, Industrial Estate, Namkum, Ranchi - 834010** (Jharkhand) only.
- 12 Candidates need to produce original qualification certificates and proof of previous employment details at the time of interview/ skill test. Applicants shall have to furnish all required documents in originals as required by JIIDCO from time to time.
- 13 The contract shall not confer any right or claim of extension / absorption in the Corporation.

HOW TO APPLY: Interested candidates may send their applications on A-4 size plain paper as per the given format. The same may also be downloaded from Website : [www.jharkhandindustry.gov.in](http://www.jharkhandindustry.gov.in) Duly filled application form with relevant documents in support of their age, qualification and experience along with a Bank Draft of Rs 200/- (Rs 100 for ST/SC) drawn in favor of JIIDCO, payable at Ranchi & a self-addressed envelope should reach the office of JHARKHAND INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION (JIIDCO), (A Govt. of Jharkhand Undertaking), 3rd Floor, New RIADA Building, Industrial Estate, Namkum, Ranchi - 834010 (Jharkhand), on or before 04.10.2019 at 5.00 PM. The application shall be sent through only Speed Post/ Registered post or Courier only.

**Sd/-**  
Managing Director  
JIIDCO, Ranchi

## **Roles and Responsibilities of Company Secretary:**

- Ensure all applicable legal and statutory compliance
  - Convening and servicing annual general meetings (AGM)/meetings (producing agendas, taking minutes, conveying decisions etc.)
  - Providing support to committees and committees such as the Board of Directors etc
  - Providing timely information about company announcements, agenda items for Board meetings and other developments
  - Implementing procedural/administrative systems
  - Handling correspondence before and after meetings; writing reports
  - Providing legal/financial advice during and outside of meetings
  - Filing, registering any document including forms, returns and applications by and on behalf of the company as an authorized representative
  - Maintenance of secretarial records, statutory books and registers
  - All work relating to shares and their transfer and transmission
  - All other activities as may be decided by the management from time to time
  - Discharging all statutory obligations under the Companies Act and amendments thereof
- Reporting to: The Company Secretary shall report to General Manager ( Administration )**