

BENGALURU SMART CITY LIMITED
O/o Special Commissioner(projects),BBMP Head Office,
N.R.Square, Bangalore-560002
Phone: 080-22660000 Email:bsclnodal@gmail.com
CIN: U74999KA2018PLC109175, PAN: AAICB0393G, TAN: BLRB17014E

No.AEE/BenSCL/2018-19

Date: 16-11-2018




RECRUITMENT NOTIFICATION- Company Secretary

Bengaluru Smart City Limited (BSCL) is a Special Purpose Vehicle, entrusted with the responsibility of implementation of smart city project in Bengaluru city approved under Smart Cities Mission of GOI. For this to take care of company law compliances and day to day affairs of the company, a full time Company secretary is required. BSCL invites qualified and experience personnel for the post of company Secretary.

Job Profile of the posts sought to be filled up:

Post	Qualification & Job Description
Company Secretary	<p>Qualification:</p> <ul style="list-style-type: none">• Membership of the Institute of Company Secretary of India. Minimum one year post qualification experience as Company Secretary in a public Ltd . Company with authorized share capital of not less than Rs. 10 Crores.• Graduation in Law by any recognised university will be given additional weightage.• MBA (Finance) by any recognized university will be given additional weightage. <p>Responsibilities:</p> <ul style="list-style-type: none">• Responsibility of managing all Board and Secretarial matters including conduct of Board meeting, Board Committee meetings, General meetings• Compliances with provision of the Company Law and other relevant laws including filing of various e-forms, e-returns and other statutory reports of information sought by Govt.• Advising the Board on legal and procedural aspects and corporate social responsibility• General administration, shareholder communication, corporate governance• Dealing with correspondence, collating information and writing reports.• Corporate Finance, Investments, Risk Assessment and Strategic Planning.

Aspirants have to submit their application in standard CV format, with scanned copy of relevant qualification and experience certificates along with a mention of expected pay package through e-mail to bsclnodal@gmail.com before 5.00pm of 26th November, 2018. For further details contact BSCL office.(Applications have to be submitted through online only to bsclnodal@gmail.com)


Managing Director
Bengaluru Smart City Limited

Copy to:

1. Public Relation Officer, BBMP for Information and to arrange for publishing recruitment notification in two leading state level Newspapers(one kannada and one English)
2. Office Notice Board/
3. I.T. Advisor, BBMP