

**SHIVSHAHI PUNARVASAN PRAKALP LTD.**

**(GOVERNMENT OF MAHARASHTRA COMPANY)**

**CIN : 70200MH1998SGC116664**

**GRIHNIRMAN BHAVAN, KALANAGAR, BANDRA (EAST)**

**MUMBAI - 400 051.**

**Appointment of Company Secretary**

**On**

**Contract Basis**

Shivshahi Punarvasan Prakalp Ltd (SPPL); a company owned by Government of Maharashtra having Registered Office at Grihanirman Bhavan, Kalanagar, Bandra (East) Mumbai-400051 invites application from dynamic & talented persons for appointment to the post of Company Secretary purely on Contract Basis. Brief information about SPPL is available on the Website of SPPL: [www.sppl.biz](http://www.sppl.biz).

Last date for submission of application is ~~30<sup>th</sup> January, 2017~~ 13 February, 2017.

- A. **LOCATION :-** Applicant would be expected to work full time at Registered Office of SPPL.
- B. **UPPER AGE :-** Applicant should preferably be not more than 50 years of age as on 01.01.2017. Which will be relaxable upto 05 years in case of applicants have Higher Multiple Educational / Professional Qualifications such as Cost Accountant / MBA in Finance and / or having Additional Experience working in Public Sector Companies.
- C. **QUALIFICATION :-** Applicant should be qualified as Company Secretary having Associate Membership of The Institute of Company Secretaries of India.
- D. **SCOPE OF WORK :-** Applicant would be expected to work with effectiveness as per Secretarial Standards issued by The Institute of Company Secretaries of India with regard to duties and responsibilities of Company Secretary as enunciated in the Companies Act, 2013 & amendments carried out therein from time to time & as required under provisions of Securities Contract (Regulation) Act, 1956 Depositories Act, 1996, Foreign Exchange Management Act, 1999, SEBI, Act 1992 and other Acts/ Laws/Rules & Regulation & Bye Laws as may be applicable or notified from time to time by Government of India.
- E. **WORK EXPERIENCE :-** Applicant must possess a minimum 5 years of work experience as an whole time independent Company Secretary with at least 2 years in any Public or Private Sector Company.
- F. **OTHER ATTRIBUTES :-** Applicant should have excellent drafting & communication skills in both English and Marathi. Adequate experience desirable in respect of legal compliances be made as per Companies Act, 2013 and SEBI regulations/e-filing of documents with Registrar

of Companies as also exposure to matters of Public Issues in Stock Exchange, investors Grievances Redressal and Co-ordination with Regulatory Agencies, including SEBI etc. Applicant having knowledge and proficiency in use of IT applications relating to Project finance and Tax Administration etc. and experience of working in Housing and Urban Sectors will be preferred by SPPL.

G. **CONSOLIDATED REMUNERATION:-** Applicant should state expectations about Consolidated Remuneration.

**TERMS & CONDITIONS:-**

1. Applicant will be appointed as Company Secretary in SPPL purely on Contract Basis initially for a period of 3 years, which may be extended further by mutual consent based on performance evaluation by SPPL.
2. Applicant will be eligible to receive Consolidate Remuneration and other Office Entitlements as granted to other officers of equivalent levels in SPPL.
3. Applicant will be eligible to draw TA/DA admissible as per the entitlements of other officer of equivalent level in SPPL. Also reimbursement of Mobile Phone billing will be provided as per entitlement of officers of equivalent levels in SPPL.

**GENERAL CONDITIONS :-**

1. Application Form must be filled up in prescribed proforma in English.
2. Application Form should be complete in all respects and filled up to the best of knowledge of the Applicant as it may be liable for cancellation if at any stage it is found that information furnished was misleading/incomplete/false.  
Application Form received through e-mail will not be entertained by SPPL.
3. Application Form in the prescribed format must be duly filled in & signed by the Applicant & Self Attested copies of Documents/Testimonials/Certificates in support of Age, Qualifications, Experience etc. specifically showing posts held earlier should be submitted in Sealed Envelopes to the Managing Director, Shivshahi Punarvasan Prakalp Ltd, Grihanirman Bhavan, Bandra (E), Mumbai - 400051 so as to reach during Office hours on or before ~~30<sup>th</sup> January, 2017~~ 13 February, 2017.
4. Application Form submitted by Applicants presently working in Central or State Government/Semi Government Undertakings or Companies will not be entertained unless

accompanied by 'No Objection Certificate' and 'No Enquiry & Vigilance Clearance Certificate' from the employer and these have to be produced at the time of Personal Interview.

5. Application Form will be scrutinized as per Terms and Conditions specified before Personal Interview. SPPL reserves all rights to cancel this selection process at any stage without assigning any reason. No TA/DA will be admissible for Applicants for attending the selection process including Personal Interview in Registered Office of SPPL.

**SELECTION PROCESS :-**

1. Applicants meeting the requirements as specified under Terms and Conditions will be required to appear for Personal Interview in Registered Office in SPPL. Lists of Applicants called for Personal Interview will be displayed in advance on the Website of SPPL i.e. [www.sppl.biz](http://www.sppl.biz). Call Letters for Personal Interview to all eligible applicants will be forwarded through e-mail ID mentioned in the Application Form.
2. Applicants will be required to produce of following, at the time of attending the Personal Interview:-
  1. Two Passport Size Colour Photographs.
  2. Proof of Identification, such as Voter ID/Aadhar Card/Passport/ PAN Card.
  3. Testimonials/Certificates along with one set of Self Attested Copies.

**Date : 31<sup>st</sup> January, 2017**  
**Place : Mumbai**

**Sd/-**  
**General Manager (Admin)**  
**Shivshahi Punarvasan Prakalp Ltd.**

This

Page

Kept

Blank

Intentionally

**APPLICATION FORM**

**Appointment of Company Secretary  
On  
Contract Basis**

1) Name in full (In CAPITAL LETTERS)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |
|--|
| Please affix your<br>recognizable recent<br>Passport Size Colour<br>photograph here &<br>Sign across in full |
|--|

2) Personal Details:

a. Change of Name?      Yes       No

b. Notification Showing Change of Name?  
Yes       No

Old Name:- 

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

New Name:- 

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

C. Gender:-      Male       Female

D. Marital Status:-      Married       Unmarried       Divorcee

E. Date of Birth:-  

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

  
DD MM YY

F. Age as on 01.07.2016:-  

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

  
YY MM DD

G. Nationality:-  

|               |                          |
|---------------|--------------------------|
| <b>Indian</b> | <input type="checkbox"/> |
|---------------|--------------------------|

|              |                          |
|--------------|--------------------------|
| <b>Other</b> | <input type="checkbox"/> |
|--------------|--------------------------|

H. Languages Known and Spoken:-

| LANGUAGES | READ |    | WRITE |    | SPEAK |    |
|-----------|------|----|-------|----|-------|----|
|           | YES  | NO | YES   | NO | YES   | NO |
| Marathi   |      |    |       |    |       |    |
| Hindi     |      |    |       |    |       |    |
| English   |      |    |       |    |       |    |

3) Address for Correspondence: (IN CAPITAL LETTERS)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

4) A. Contact Details:-

|          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Email ID |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

B. Office Ph. No. (with STD Code)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

C. Residential Ph.(with STD Code)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

D. Mobile No

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

5) Educational Qualifications & Academic Contribution:- (Attach Self Attested Copies)

| Sr. No. | Name of the Exam   | Name of the Institute/University | Year of Passing | % of Marks | Division / Grade |
|---------|--|----------------------------------|-----------------|------------|------------------|
| 1       | Graduation   |                                  |                 |            |                  |
| 2       | Post Graduation  |                                  |                 |            |                  |
| 3       | Associate Membership of the institute of the Company Secretaries of India. |                                  |                 |            |                  |
| 4       | Other Professional Qualifications.   |                                  |                 |            |                  |

6) List of Publications/Academic Hounours. If any:-

| Sr. No | Name of Publication | Academic Honour |
|--------|---------------------|-----------------|
| 1.     |                     |                 |
| 2.     |                     |                 |

- 7) Work Experience as Company Secretary/Deputy Company Secretary/Assistant Company Secretary:-  
Details of positions held in other Organizations/Companies. (starting with Present Employer):-

| Sr. No. | Name of the Organization/ Company | Designation / Position Held | Nature of job Responsibilities | Monthly Gross Emolument (Excluding Perquisites) | Employment Period |    |
|---------|-----------------------------------|-----------------------------|--------------------------------|---|-------------------|----|
|         |                                   |                             |                                |   | From              | To |
| 1.      |                                   |                             |                                |   |                   |    |
| 2.      |                                   |                             |                                |   |                   |    |
| 3.      |                                   |                             |                                |   |                   |    |
| 4.      |                                   |                             |                                |   |                   |    |
| 5.      |                                   |                             |                                |   |                   |    |

NOTE:- Attach separate sheet of the above format. If required & submit with signature of Applicant .

- 8) Work Responsibilities in Current Assignment :-

|  |
|--|
|  |
|  |
|  |
|  |
|  |
|  |

- a. Full Office Address of present Organization/ Company :-

|  |
|--|
|  |
|  |
|  |
|  |

- b. Present Designation :- \_\_\_\_\_

- c. Monthly Gross Emoluments (Specify Basic Pay, D.A., Other Allowances perquisites etc.)

| Sr. No. | Basic Emoluments | DA  | Details of Other allowances |        | Total     |
|---------|------------------|-----|-----------------------------|--------|-----------|
|         |                  |     | Types of Allowance          | Amount |           |
|         | (1)              | (2) | (3)                         | (4)    | (1+2+3+4) |
|         |                  |     |                             |        |           |

- 9) Expectations of Consolidated Remuneration for New Assignment in SPPL :-

Rs. \_\_\_\_\_

(In words \_\_\_\_\_ )

10) Outline scope for contribution in New Assignment in SPPL:-

|  |
|--|
|  |
|  |
|  |
|  |

**DECLARATION**

- i) I declare that to the best of my knowledge all the above information and particulars are correct. However, if it is found by SPPL that, any information provided by me is incorrect/false/misleading then:
  - a) I will stand disqualified at any stage during the process of selection by SPPL.
  - b) I shall be liable for termination at any stage thereafter in employment on contractual basis by SPPL, if appointed.
- ii) I undertake to abide by all the terms, conditions & any methodology of selection to be adopted by the SPPL.

Place: \_\_\_\_\_

Signature :- \_\_\_\_\_

Date: \_\_\_\_\_

Full Name :- \_\_\_\_\_