

**M.P.ROAD DEV ELOPMENT CORPORATION LTD.**

**(Govt. of M.P. undertaking)**

**16-A, Arera Hills, Bhopal (M.P.) -462011**

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**Advt. No. MPRDC/HRD/ 810**

**DATED:25-04-2011**

M.P. Road Development Corporation Ltd., is wholly owned company of Govt. of Madhya Pradesh looking after State Highways and other Infrastructure Development projects of Madhya Pradesh. MPRDC invites applications from eligible candidates for the following post on contract basis:

1.	Company Secretary (CS)	01	Total emoluments on cost to company basis are negotiable within ceiling of Rs. 4.80 Lac per annum.	Should be qualified Company Secretary. Minimum 02 years experience in relevant field and well versed with secretarial practices, Company legal matters etc. and Member of Institute of Company Secretaries of India, New Delhi.	Preference shall be given to candidates having experience in advance accounting standard through computer software and be able to finalize the balance sheet of project and to handle legal and other issues related to Projects.
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**The general terms and conditions:**

1. Applications not submitted in the prescribed format or incomplete in any respect shall stand rejected.
2. If a large number of applications are received. Only those candidates who are short listed on the basis of qualification, tenure and level of experience in the relevant field shall be considered for selection/ called for interview.
3. Application form can be downloaded from our website <http://www.mprdc.nic.in/carreer.htm>
4. MD, MPRDC will have full right to accept or reject any or all applications without assigning any reason thereof.
5. In advance application can also be email on email-id: [mismprdc@mp.nic.in](mailto:mismprdc@mp.nic.in)

**Application should reach within 15 days from the date of publication of the advt. to: Managing Director, MPRDC, 16-A, Arera Hills, Bhopal-11 (M.P.)**