

M.P. ROAD DEVELOPMENT CORPORATION LTD.

(Govt. of M.P. undertaking)

16-A, Arera Hills, Bhopal (M.P) – 462 011

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Advt. No. MPRDC/HRD/4105

Date:22/08/06

APPOINTMENT OF COMPANY SECRETARY ON PART-TIME BASIS

M.P. Road Development Corporation Ltd., Bhopal invites applications for the post of Part-Time Company Secretary on contract basis under following **terms and conditions:**

1. The initial tenure of one year.
2. Has to be present in office at least 03 hours per day.
3. Total emoluments of Rs. 7000/- fixed per month.

Qualification & Experience :-

1. Should be qualified Company Secretary.
2. Minimum 3 years experience in relevant field and well versed with secretarial practices, Company legal matters etc.
3. Member of Institute of Company Secretaries of India, New Delhi.

Note: Preference shall be given to the candidate 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.

Interested candidate should send their application with photocopies of relevant certificates to Manager Director, M.P. Road Development Corpn. Ltd., Bhopal at above mentioned address. The application should reach within 15 days from the date of advertisement. Candidates may send advance copies by e-mail to mismprdc@mp.nic.in

Managing Director