

M.P. ROAD DEVELOPMENT CORPORATION LTD.

(Govt. of M.P. Undertaking)

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

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Fax : 0755-2572643, Web : www.mprdc.nic.in

Adv. No.MPRDC/HRD/-1377

Date - 31.03.06

RECRUITMENT OF COMPANY SECRETARY

M.P. Road Development Corporation Ltd., Bhopal invites applications for the post of **Company Secretary** on contract basis.

Qualification & Experience :-

1. Should be qualified Company Secretary.
2. Minimum 5 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 issues related to projects.

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

This may also be seen in our website www.mprdc.nic.in

**Managing Director,
MPRDC**