

MUMBAI JNPT PORT ROAD COMPANY LIMITED

Mumbai JNPT Port Road Company Limited (MJPRCL), a Company incorporated under the Companies Act, 2013 as subsidiary of NHAI with equity participation by JNPT and CIDCO is looking for energetic, dynamics and result oriented Company Secretary. The position will be on Contract basis at Delhi initially for a period of two years and extended time to time as per requirement of the Company:

Position	Description	Vacancy	Pay
Company Secretary	<p>Essential Qualification: Graduate in Commerce with Membership of Institute of Company Secretaries of India (ICSI).</p> <p>Desirable: CA (Inter) / ICWAI (Inter)/ M.Com / LL.B or equivalent shall be preferred.</p> <p>Experience: Minimum 5 years of post qualification experience of working as a Company Secretary in the reputed organization. The candidate possessing proficiency in Accounting and Tally will have distinct advantage.</p> <p>Age: Not to exceed 35 years as on 27th November 2017.</p>	One	Rs. 60,000/- per month CTC with annual increment of Rs.6000/- per year. (Sixty Thousand only)

Duly filed-in application as per the format given below may be sent through Courier / Speed Post to the following address, so as to reach latest by 27th November 2017.

Address for Communication:

Director (HR) SPV,
National Highways Authority of India (NHAI),
G - 5 & 6, Sector-10,
Dwarka, New Delhi-110 075

Application Format

APPLICATION FOR THE POST OF COMPANY SECRETARY

Recent Passport
size colour
photograph

1. Full Name of the Candidate
(in Block letters) :
2. Father's /Husband's Name :
3. (a) Date of Birth in Christian era
(in dd /mm / yyyy format) :
- (b) Age : _____ years
4. Permanent Address
(With PIN code) :
5. Address for Correspondence
(With PIN code) :
6. (a) E-mail address :
- (b) Phone Numbers (Office,
Residence & Mobile) :
7. Gender Male/Female :
- (a) Religion :
- (b) Nationality :
- (c) Marital Status (Single/Married) :
8. Details of Educational: Enclose self-attested photocopies of Qualifications
from Qualification Certificates.

Matriculation onwards.

Name & address Of School / College	University/ Board	Year		Degree / Exam	Main Subjects	Percentage Of Marks	Full time/ Part time/ Correspondent
		From	To				

9. Work Experience (start with current employer): Enclose self attested photocopies of experience certificate from the Employers which should reflect tenure, gross monthly emoluments and experience in relevant field.

Employer's name & address (place of posting)	Period of tenure with dates (in dd / mm /yyyy format)		Position held	Brief description of duties	Scale of pay and Gross monthly Salary	Details of experience in the relevant field (with dates)
	From	To				

- 10. Special ability / Experience, if any relevant to the post applied for:
- 11. Expected Gross Monthly Emoluments for the post being applied for:
- 12. References:
Reference of two persons known to you:

Name	Designation & Organization	Address	Contract Numbers

DECLARATION

I hereby certify that all information furnished by me is true, correct and complete to the best of my knowledge and belief. I undertake that, if at any stage of section or even after selection, any of the information furnished by me is found to be false, incorrect or misleading, then my candidature/appointment/services will stand cancelled / terminated without assigning any reasons there for.

Date: _____

Signature

Place: _____

Name