

**Rajasthan Urban Drinking Water, Sewerage and Infrastructure Corporation
Ltd. (RUDSICO)**

{Erstwhile Rajasthan Urban Infrastructure Finance and Development Corporation Limited}

Near New Police Headquarters, Behind Nehru Place, Tonk Road, Jaipur

Ph. - 0141 - 2742240, 2742538, 2742263 Fax No. 0141-2740771 E-mail: ruifdco@gmail.com

क्रमांक:प.1(84)रूडसिको/CS/2013-14/8502 दिनांक :


29 MAY 2019

श्रीमती पूजा शर्मा,
1050 बगरूवलों का रास्ता,
चांदपोल बाजार, जयपुर।

विषय:-रूडसिको में पूर्ण कालीक कम्पनी सेक्रेट्री हेतु।
संदर्भ:-आपका आवेदन दिनांक 07.03.2019

उपरोक्त विषयान्तर्गत आपके संदर्भित आवेदन पत्र के क्रम में लेख है कि रूडसिको में एक वर्ष (जिसे की आगामी वर्षों में बढ़ाये जाने की सम्भावना है) के लिए पूर्ण कालीक कम्पनी सेक्रेट्री का कार्य सम्पादित करने हेतु कार्य की दरे तीन दिवस में प्रस्तुत करें। कार्य का संक्षिप्त विवरण संलग्न है।


संलग्न:-उपरोक्तानुसार।


कार्यकारी निदेशक
रूडसिको

क्रमांक:प.1(84)रूडसिको/CS/2013-14/

दिनांक :

प्रतिलिपि प्रशासनिक अधिकारी, रूडसिको, जयपुर को उक्त बोली के आमंत्रण को राज्य लोक उपापन पोर्टल पर भी प्रदर्शित करावें।


कार्यकारी निदेशक
रूडसिका

Rajasthan Urban Drinking Water Sewerage and Infrastructure Corporation Ltd (RUDSICO)
{Erstwhile Rajasthan Urban Infrastructure Finance and Development Corporation Ltd}
Old Working Women Hostel, Behind Nehru Place, Lalkothi, Tonk Road Jaipur
Ph. - 0141 - 2742240, 2742538, 2742263 Fax No. 0141-2740771 E-mail:- ruifdco@gmail.com

Notice Inviting Request for Proposals (RFP) & Scope of work from the Company Secretary working as whole time Company Secretary of Government companies

Rajasthan Urban Drinking Water Sewerage & Infrastructure Corporation Limited (RUDSICO), a Government of Rajasthan enterprise and registered under Companies Act, 1956, intends to appoint whole time company secretary for RUDSICO. RUDSICO invites Request for Proposals (RFP) from the Mrs. Pooja Sharma {an Associate Member of Institute of Company Secretaries of India (ACS Membership No. 37247)} for whole time Company Secretary for RUDSICO.

1. Contract Period:

Company Secretary may be engaged on contract basis for one year, which may be extended on the basis of performance.

2. Scope of work:

The duties and responsibilities of the Company Secretary to be engaged for dealing with Secretarial matters of company on contract basis may be enumerated as below:

- Conducting the Annual General Meeting, the Board of Directors meetings/Extra Ordinary General Meetings as required under Companies Act involving preparation of the notice as well as the circulation of the agenda and preparation of draft minutes of the meeting.
- Works related to compliances under Companies act, 2013.
- All Secretarial work related to RUDSICO.
- Prepare necessary register, documents etc. required under the Companies Act.

3. Condition and eligibility:

- The Company Secretary should be Post Graduate from a recognized university/institute and an Associate Member of the Institute of Company Secretaries of India.
- LLB degree from a recognized institute or university will be required.
- A qualified Company Secretary should have experience as whole time company secretary in similar sized organizations and working in Government

Company (Engaged in infrastructure works) for at least 2.5 years will be required.

- The Company Secretary should have thorough knowledge of Indian Companies Act 2013 and its rules and regulations.

Payment shall be made monthly basis and taxes will be deducted as per prevailing Rules and Laws.



**Executive Director
RUDSICO**