

**KARNATAKA STATE INDUSTRIAL AND INFRASTRUCTURE  
DEVELOPMENT CORPORATION LIMITED (KSIIDC)  
(A Govt. of Karnataka Undertaking)**

“Khanija Bhavan”, 4<sup>th</sup> Floor, East Wing, 49, Race Course Road, Bengaluru - 560 001.  
Tele:080-22258131-32-33, Fax:080-22255740, E-mail: info@ksiidc.com, Web: [www.ksiidc.com](http://www.ksiidc.com)  
*www.ksiidc.karnataka.gov.in*

**WANTED COMPANY SECRETARY**

Karnataka State Industrial and Infrastructure Development Corporation Limited (KSIIDC) requires a qualified (ACS) Company Secretary having 3 to 5 years of professional experience. Additional Qualification with LLB is desirable. The age of candidates should not exceed 35 years as on the last date of submission of application. The appointment is purely on contract basis for full time on consolidated salary, initially for a period of one year. Good track record and experience in PSUs is also desirable. The candidates are required to send their resume within 15 days from the date of this advertisement by e-Mail or Speed Post. For details, please visit our official Website: [www.ksiidc.karnataka.gov.in](http://www.ksiidc.karnataka.gov.in) and for clarifications if any, you may contact AGM (P&A). Telephone:080-22259426, Mob:98458-33566

Sd/- General Manager

**Terms and conditions for appointment of Company Secretary  
for full time on contract basis for KSIIDC**

1. The appointment is purely on contract basis for full time on consolidated salary, initially for a period of 12 (twelve) months with effect from the date of reporting for duty and terminable by one month notice on either side.
2. The selected candidate will be reporting to the Managing Director through Executive Director.
3. The consolidated salary for the contract period will be determined and finalized by KSIIDC during selection process based on merit and experience and the same will be paid subject to deduction of applicable TDS.
4. During the period of contract in KSIIDC, the selected candidate should not accept/attend to any other assignment of any other organization/s and shall not leave the Headquarters without informing the competent authority.
5. The selected candidate is entitled for 1 day leave in a month.
6. The selected candidate is entitled for TA/DA as per the TA/DA Rules of KSIIDC.
7. The selected candidate will look after all the activities related to the Company Secretary/Companies' Act, including the following:
  - a) Filing of all Application/Forms, Annual returns etc., relating to the Companies' Act and amendments, within the prescribed time;
  - b) Holding and writing of proceedings of the Board meeting (including preparation of Agenda), Annual General Meeting and Extra-Ordinary General Meetings);
  - c) Maintenance of requisite books (both statutory and non-statutory but important) and papers and making entries therein;
  - d) Obtaining necessary approval of the Board of Directors, Shareholders etc., whenever necessary.
  - e) Appraising the latest amendments to the Company on Company Law and introducing applicable Secretarial standards in the Company.
  - f) All other compliances under the provisions of Companies Act, 2013.
  - g) Ensuring timely compliances of the provisions of the Companies Act, 2013 and applicable corporate laws including RBI regulations.

- i) Drafting Directors' Report and its annexures and forms to be filed with RoC.
  - j) Correspondence with Government authorities, RoC, Internal / Statutory Auditors, CAG etc.
  - k) Coordination with Senior Officers of KSIIDC and any other related Company Secretariat work.
8. In addition to the above duties and responsibilities, the selected candidate shall be responsible for all other works assigned by the Managing Director, KSIIDC from time to time.
9. In case the candidate selected is having legal background, he/she shall also provide the legal opinion related to all the day-to-day operations, as may be required by KSIIDC.
10. The candidate shall send their application along with details through e-mail or speed post, which should reach KSIIDC within 15 days from the date of Paper Notification.
11. The Corporation reserves the right to appoint or deny all the applications without any reasons and decision of the Corporation would be final in all respects.

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Executive Director