

Patna Metro Rail Corporation Limited

(A SPV of Govt. of India & Govt. of Bihar)

7th Floor, Indira Bhawan, Boring Canal Road, Patna

PATNA METRO RAIL CORPORATION LIMITED (PMRCL), (A 50:50 SPV of GOI & GOB), invites application for the post of Company Secretary, purely on contractual basis for a period of one (01) year. However, depending on requirement of PMRCL and decision of MD, PMRCL this period may be extended further.

Conditions for Eligibility:

- **Name of the Post** – Company Secretary
- **No. of Post** – 01
- **Location** – Patna
- **Educational Qualification:**
 - i) Active FCS/ACS membership from the Institute of Company Secretaries of India.
 - ii) Graduation Degree in Commerce from any recognized University.
- **Experience :** Minimum 05 years of Post Qualification experience.
- **Desired Qualification:** Working experience of Government Companies / Metro Companies shall be an additional advantage.
- **Remuneration:** 1,00,000/-
- **Age Limit** – Candidate should have minimum 21 years of age and maximum age shall not exceed 55 years.
- **Roles & Responsibility:**
 - Ensure timely compliance of all applicable acts to PMRCL.
 - Conducting various kinds of Meetings (viz – General Meeting / Board Meeting / Committee meetings).
 - Maintenance of Statutory Registers / Records.
 - Filing of various e-Forms.
 - Ensuring proper communication with Government of India & Government of Bihar.
 - Ensuring and Complying with Corporate Governance.
 - Ensuring that the company complies with secretarial standards.
 - Proficiency in computer and internet.
- **Procedure to apply:**
 - Eligible candidate may apply online by sending their CV & Relevant Certificate to
E-mail ID- recruitment.pmrcl@gmail.com
 - Selected candidates will be interviewed.
 - For further details visit website: state.bihar.gov.in/urban
- **Others:**
 - PMRCL reserves the right to terminate the contract at any time as per its discretion.
 - No TA/DA is applicable for attending the interview.

Start date to apply : 21/07/2023

Last date to apply : 04/08/2023

Patna Metro Rail Corporation Ltd.