

Gujarat Industrial Investment Corporation Limited (GIIC) Requires Whole Time Company Secretary

GIIC, a Government of Gujarat Undertaking invites applications from qualified and experienced candidates for appointment of Whole Time Company Secretary.

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|------------------|--|
| Pay-Scale | Pay Band Rs.9300-34800 Grade Pay:Rs.5400 Gross emoluments as on date: Rs.50000/-per month approx.(As per 6 th Pay commission). |
| Age Limit | 35 years as on date of advertisement |

Besides, P.F., LTC etc. shall be paid as per the rules of GIIC and Gratuity as per the Government rules Relaxation in age limit for SC, ST and OBC candidate will be as per the Government norms.

Qualification & Experience:

1. Candidate must be a Member of The Institute of Company Secretaries of India (ICSI) having more than 4 years post-qualification experience with a company having paid up capital of atleast Rs.10 crores, in dealing with corporate management in reputed organization, preferably in Public Sector Undertakings and must possess strong domain knowledge of Corporate Laws and Good Governance Policies and must be well conversant with Companies Act, 2013.
2. Candidate should have 1) knowledge of best accounting practices and standards with particular reference to corporate governance. 2) strong interpersonal skills and 3) ability to work effectively with wide range of constituents in a diverse community.
3. Candidate should have ability to communicate effectively, both orally and in writing, in Gujarati, English and Hindi.
4. Candidate with legal qualifications will be given preference.

Apply in strict confidence to e-mail: dgm-rr-giic@gujarat.gov.in and forward hard copy by speed post so as to reach us on or before May 29, 2017 super-scribing the envelope "Application for the Post of Whole Time Company Secretary": to

I/c. Sr. Manager (PA&PR)

Gujarat Industrial Investment Corporation Limited,

Block No.11, 6th Floor,Udyog Bhavan, Gandhinagar 382010

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For further details visit website <http://www.giic.gujarat.gov.in/>

Apply in strict confidence to e-mail:dgm-rr-giic@gujarat.gov.in and forward hard copy by speed post so as to reach us on or before May 25, 2017 super-scribing the envelope

“Application for the Post of Whole Time Company Secretary”:

To,I/c. Sr. Manager (PA&PR)

Gujarat Industrial Investment Corporation Limited,

Block No.11, 6th Floor,Udyog Bhavan,Gandhinagar 382010