

**Haryana Roadways Engineering Corporation
Limited, Gurgaon**

**WALK IN INTERVIEW FOR ASSISTANT COMPANY
SECRETARY (ON CONTRACT BASIS)**


Applications are invited for appointment of Assistant Company Secretary on contract basis for a period of one year or till a regular incumbent assumes the charge, whichever is earlier, on consolidated remuneration to be negotiated at the time of interview. The qualifications and experience for the post are as under:

- a) Holding Degree from Indian Institute of Company Secretaries.
- b) Should have at least three years experience as Company Secretary /Asst. Company Secretary in Public Undertaking/Public Ltd. Company.
- c) Age 24-42 years.
- d) The selected candidate will be required to serve to registered office, Gurgaon and MD Office at Chandigarh.

Application form can be downloaded from www.hartrans.gov.in. The eligible applicants should come for Walk in interview along-with duly filled application form and copies of their certificates/testimonials on 21.7.2015 at 11.00 a.m. in the office of Managing Director, Haryana Roadways Engineering Corporation Ltd. 2nd Floor,, 30 Bays Building, Sector-17, Chandigarh.

Issued by Director State Transport, Haryana-cum-Managing Director, Haryana Roadways Engineering Corporation Ltd., Gurgaon.

gm.hrec27@gmail.com contact no. 0172-2710371, 0124-2215389, 0124-2215660


General Manager
Haryana Roadways Engg. Corpn
GURGAON *gm*

APPLICATION FORM FOR THE POST OF ASSISTANT COMPANY SECRETARY IN HARYANA ROADWAYS ENGG. CORPORATION ON CONTRACT BASIS.

Latest attested photograph to be pasted

1. Name of the applicant (in BLOCK LETTERS): _____
2. Father's /Spouse Name (in BLOCK LETTERS): _____
3. Date of Birth: _____ Age: _____
4. Address for correspondence: _____

5. Permanent Address: _____

6. Phone (R) _____ (Off) _____ (Mob.) _____
7. Email ID: _____
8. Educational Qualification:

Sr.No	Academic Qualification	Board/ University	Course Duration	Year of Passing	Division/ Grade/ CGP	% of Marks	Subject (s)

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9. Professional Qualification:

Sr.No	Academic Qualification	Institute/ Board/ University	Course Duration	Year of Passing	Division/ Grade/ CGP	% of Marks	Subject (s)

10. Experience:

Sr.No.	Designation	Name of the Institute/ Organization	Duration		Nature of work	Salary/month
			From	To		

mynd

11. Details of attested documents to be attached in support of:-

- a) Date of Birth Proof _____
- b) Educational Qualifications _____
- c) Professional Qualifications _____
- d) Experience _____
- e) Proof that applicant has studied subject of Hindi upto Matric Standard _____.

UNDERTAKING

I hereby certify that all the information given above is true to the best of my knowledge. If any of the above information is found to be incorrect at a later stage, my contract/agreement shall be liable to be terminated.

Date:

Place:

(Signature of the candidate)

Note:

- All the columns are to be filled mandatorily.
- Relevant date for determining the age of the candidate shall be the last date of receipt of applications.
- The photocopies of requisite documents enclosed should be duly attested.
- Incomplete/unsigned application will not be entertained.
- Job requirement:- The selected candidate would be assigned following duties:-
 1. Duties of Company Secretary as assigned under the Companies Act and other Corporate Law.
 2. Maintenance of accounts, completion and preparation of annual accounts, auditing, taxation etc., handling of Bank Accounts etc.
 3. Any other job as may be assigned from time to time by the authorities.
- No T.A/D.A. would be paid for the interview.

Ayush