

Advertisement No. : - MAHAIT/4/2021

Dated 22/04/2021.

**Appointment of Company Secretary for Maharashtra Information Technology Corporation Limited (MahaIT) on Contract Basis.**

The Maharashtra Information Technology Corporation Limited (A Government of Maharashtra Enterprises) invites application for the post of **Company Secretary** among the experienced, talented professionals purely on contractual basis in the office of Maharashtra Information Technology Corporation Limited (MahaIT) for the period of 11 months. The brief information about MahaIT & Detail advertise for Company Secretary as follows. Last date for submission is **15<sup>th</sup> May 2021.**

**Pre-requisites & other conditions:**

- **Name of post:-** Company Secretary (Contractual basis)
- **No of post:-** One
- **Location:-** Applicant would be expected to work at registered office of MahaIT.
- **Qualification: -**
  - a) Essential - Graduate Degree in Commerce from Recognised University.
  - b) Essential -Valid member of the Institute of Company Secretaries of India (ICSI)
  - c) Preferable – Additional LLB degree from Recognised University will be an added advantage.
- **Experience: -**
  - a) Minimum 5 years of experience as CS in various firms.
  - b) Prior experience as CS with Central/ State Government departments/ PSUs Government or Semi-Government Corporations of at least 3 years
- **Consolidated Remuneration: -** Between Rs.50,000/- to Rs.75,000/- Per Month. (Cannot be Negotiable)
- **Period of Fixed Tenure:-** 11 Months

- **Roles & Responsibility:-**

- a) Manage end to end secretarial work for the company and the subsidiary
- b) To instil the latest best-in-class secretarial practices in the team and the organization
- c) Assisting Board of Directors in getting the right decisions
- d) Supporting Board of Directors in the important transactions like mergers and acquisitions, corporate re-structuring, etc.
- e) Liaison with external agencies viz Registrar of Companies, etc.
- f) Drive and manage Board meetings and maintain MoMs for all group companies
- g) Monitoring, analysing and assessing the various compliances/legal and regulatory requirements/responsibilities/governance structure of the organization
- h) Making reassurances and recommendations to the organization
- i) To review and help the management in implementing proper accounting procedures, internal check control and computerized systems.
- j) Managing expectations of internal and external stakeholders
- k) Assist MahaIT in taking the necessary action to help ensure good management of the organization or compliance with legislation
- l) Assistance in annual general meetings (AGMs)/meetings (producing agendas, taking minutes, conveying decisions, handling meeting correspondence and so on)
- m) Regular updates on any regulatory or statutory changes and policies that might affect the organization and recommendations and assisting MahaIT in taking the necessary action (As directed by MahaIT) to ensure compliances
- n) Providing support to MahaIT (board or other committees) on specific projects as and when required
- o) Other tasks such as
  - i. File various documents/returns/forms/e-forms as and when required under the provisions of the Companies Law and other applicable laws and as per the guidelines, Filing of Forms and Returns, Certification/Filing of e-forms.

- ii. Issuance of various certificates as per the guidelines and as applicable to MahaIT, Issuance of corporate governance certificate as per OPE guidelines, Issue of Certificate on Corporate Governance Report as per OPE Guidelines etc.
  - iii. Certification of Various Company Documents as an when required, Annual return certification, Certification of Annual Return in Form MGT-8 and Filing of Form MGT-7 etc.
  - iv. Companies Act such as Preparation, certification and submission of all forms / information / returns with ROC / MCA.
  - v. Assistance in filing reports / information to the SEBI and other concerned authorities
  - vi. Conversion of Annual Accounts into XBRL format, and certification and filing of prescribed form as per the Companies Act 2013
  - vii. To maintain proper books and registers of the company as required under the provisions of the Companies Law.
- **Selection Process:-**
    - a) The candidate will be shortlisted for selection process taking into consideration the qualification and experience etc.
    - b) The selection process will consist of personal interview.
    - c) MahaIT reserves the right to the fix the standard and specification for screening and calling the candidate for interview. Applicants meeting the requirements as specified under terms and conditions will be required to appear for personal interview in the registered office of MahaIT. Call letters for the personal interview to all eligible applicants will be forwarded through e-mail ID mentioned in the application form.
    - d) Applicant will be required to produce following, at the time of attending personal interview :-
      - 1) Two Passport Size Colour Photographs
      - 2) Proof of identification such as Voter ID/ PAN Card/Aadhar Card /Passport

- 3) Original documents related to Qualifications along with one set of self-attested copy.
- 4) Testimonials and documents related to Experience etc.

Time Scheduled – Last Date of receipt application- 15<sup>th</sup> May 2021

– Selection Process at Mumbai – During May-June 2021

**Note:** - The candidates shortlisted for Interview process will be informed to attend Interview process by email/SMS on the address/information provided by them in the application. Mahait will not be responsible for any loss of email /information sent due to invalid or wrong E-mail ID.

• **Terms and Conditions:**

- (a) The candidates applying should ensure that they fulfil all eligibility criteria. Their admission to all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria mentioned in this advertisement. Company will take up verification of eligibility conditions with reference to documents submitted by the candidate only after the candidate has qualified for interview.
- (b) No equivalent qualification shall be acceptable for the post.
- (c) Pre-requisites are minimum and mere possession of the same does not entitle the candidate to be called for selection process. Considering the experience, the candidates will be shortlisted for selection process.
- (d) The candidates should have adequate Knowledge of ‘Marathi, Hindi and English’.
- (e) If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will not be considered.
- (f) If the candidate knowingly or wilfully furnishes incorrect or false particulars or suppresses material information, he/she will be disqualified and if appointed, shall be liable for dismissal from the Company’s service without any notice or assigning any reasons whatsoever.

- (g) The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained. Applications received after due date will not be entertained.
- (h) The selection in MahaIT is done strictly as per merit in a systematic way. Canvassing in any form will disqualify a candidate.
- (i) The Company reserves the right to cancel the Advertisement fully or partly on any grounds and such decision of the Company will not be notified or intimated to the candidates.
- (j) Application Form submitted by Applicants presently working in Central or State Government/Semi Government Undertakings or Companies will not be entertained unless accompanied by 'No Objection Certificate' and 'No Enquiry & Vigilance Clearance Certificate' from the employer and these have to be produced at the time of Personal Interview.
- (k) The application must be submitted in the Proforma given in this advertisement/website in the same order preferably typewritten on foolscap paper. All items of the application must be filled in according to instructions given for filling the application form.
- (l) Date of birth as per Secondary School Certificate (SSC) and age as on 15/05/2021 should be mentioned.
- (m) Applications duly filled in with attested copies of certificates in support of age & qualifications should be submitted to **“The Managing Director, Maharashtra Information Technology Corporation Limited (A Government of Maharashtra Enterprise) 3rd Floor, Apeejay House, Near K.C.College, Churchgate, Mumbai – 400020.”** ([hr1.mahait@mahait.org](mailto:hr1.mahait@mahait.org)) as to reach on or before 15/05/2021. Applications received after due date (for whatsoever reason) shall not be entertained.
- (n) MahaIT reserves the right to modify/alter/restrict/enlarge/cancel the selection process, if need arises, any reasons thereof. The decision of the Management will be final and no appeal will be entertained against this issue. The right to accept/reject any or all application(s) received is reserved with MahaIT without assigning any reason thereof.



## **Maharashtra Information Technology Corporation Ltd**

(A GOVERNMENT OF MAHARASHTRA ENTERPRISE)

- (o) selected applicant will be appointed as Company Secretary in MahaIT purely on Contract Basis initially for a period of 11 months which may be extended further based on performance evaluation by MahaIT.
- (p) The appointment does not give any right to a candidate for regular employment in MahaIT.
- (q) Selected Candidate's services can be terminated by MahaIT with two months' notice. If candidate wishes to leave the services of MahaIT, he / she shall have to give two months' notice or remittance of two months' remuneration in lieu thereof.

- **Procedure to apply :**

Eligible candidates have to send dully filled Application Form (in the format given below with copies of Testimonials in support of age, qualifications, experience etc. to “**The Managing Director, Maharashtra Information Technology Corporation Limited (A Government of Maharashtra Enterprise) 3rd Floor, Apeejay House, Near K.C.College, Churchgate, Mumbai – 400020.**” ([hr1.mahait@mahait.org](mailto:hr1.mahait@mahait.org)) as to reach on or before 15/05/2021 by 17:00 hrs.

**Date: - 22/04/2021**

**Place: - Mumbai**

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**Managing Director**

**Maharashtra Information Technology Corporation Limited**