



**MAHARASHTRA FILM, STAGE & CULTURAL DEVELOPMENT
CORPORATION LIMITED**
(A Government of Maharashtra Undertaking)

Dated 28.11.2024

ADVERTISEMENT FOR THE POST OF COMPANY SECRETARY PURELY ON CONTRACT BASIS

The MAHARASHTRA FILM, STAGE & CULTURAL DEVELOPMENT CORPORATION LIMITED (A Government of Maharashtra Undertaking) invites applications for the post of **Company Secretary** amongst experienced, talented professionals purely on contractual basis in the office of MFSCDCL for a period of **11 Months**. The Brief information about MFSCDCL and detail advertise for Company Secretary is as follows. Last date for submission of applications is **17th December, 2024**.

Pre-requisites & other Conditions :-

- **Name of Post** : Company Secretary
- **No. of Posts** : 1 (One)
- **Location** : Applicant would be expected to work at Registered Office of MFSCDCL.
- **Qualification: Essential :**
 1. Membership of the Institute of Company Secretaries of India constituted under the Company Secretaries Act 1980 (56 of 1980)
 2. Pass in the Intermediate examination conducted either by the Institute of Company Secretaries of India constituted under the Company Secretaries Act. 1980 (56 of 1980) or by earlier Institute of Company Secretaries of India incorporated on 4th October 1968, under the Companies act. 1956 (1 of 1956) and licensed under Section 25 of that Act.

OR
 3. Post Graduate degree in Commerce or Corporate Secretary ship granted by any university in India.

OR
 4. Degree in Law granted by any University.
 5. Membership of the Institute of Chartered Accountants of India constituted under the Chartered Accountants Act 19-49 (38 of 1949)
 6. Membership of the Institute of Costs and Works Accountants of India constituted under the Cost and Works Account-ants Act 1959 (23 of 1959).
 7. Post-graduate degree or diploma in management science, granted by any Management from Ahmedabad. Calcutta, Bangalore or Lucknow.
- **Experience:** Applicant must possess a Minimum 5 years experience of Company Secretary roles & responsibilities with Government, Semi-Government or Reputed Private Company.
- **Consolidated Remuneration:-** Negotiable
- **Period of Fixed Tenure** : 11 Months
- **Upper Age limit:** : As per Govt. Of Maharashtra
- **Roles & responsibilities** : Statutory compliance of all acts applicable to MFSCDCL, Company Secretary is responsible for company secretarial, legal, corporate governance and administrative functions of the Company. CS is responsible for conducting board and shareholders' meetings, AGM, statutory compliances. filing forms with various statutory authorities, court cases, due diligence/ drafting of all contract documents, preparation and submission of periodical MIS etc Collectively CS has to comply with Secretarial Functions, Legal obligations, To maintain statutory books, Management related services such as-General/Strategic Management, Corporate Communications and Public Relations, Human Resources Management, Information Technology and other related duties.
- **SELECTION PROCESS :-**
- The candidates will be shortlisted for selection process taking into consideration the qualification and experience etc.
- The selection process will consist of Personal Interview.
- MFSCDCL reserves the right to fix the standard and specifications for screening and calling the candidates for interview. Applicants meeting the requirements as specified under Terms and Conditions will be required to

appear for Personal Interview in Registered Office in MFSCDCL. Call Letters for Personal Interview to all eligible applicants will be forwarded through e-mail ID mentioned in the Application Form.

Applicants will be required to produce of following, at the time of attending the Personal Interview:-

1. Two Passport Size Color Photographs.
2. Proof of Identification, such as Voter ID/Aadhar Card/Passport/ PAN Card.
3. Original Certificates related to Qualifications along with one set of Self Attested Copy.
4. Testimonials and documents related to experience etc.

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

• **Terms and Conditions:**

- (a) The candidates applying should ensure that they fulfill 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 willfully 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 MFSCDCL 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 Performa 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 **01/11/2024**-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 FILM, STAGE & CULTURAL DEVELOPMENT CORPORATION LIMITED (A Government of Maharashtra Undertaking) Dadasaheb Phalke Chitranagri, Goregaon (East), Mumbai, on filmcitycao@gmail.com so as to reach on or before 17.12.2024. Applications received after due date (for whatsoever reason) shall not be entertained.**
- (n) No TA/DA will be admissible for Applicants for attending the selection process including Personal Interview in Registered Office of SPPL.
- (o) MFSCDCL 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 MFSCDCL without assigning any reason thereof.
- (p) Selected applicant will be appointed as Company Secretary in MFSCDCL purely on Contract Basis initially for a period of 11 Months, which may be extended further based on performance evaluation by MFSCDCL.
- (q) The appointment does not give any right to a candidate for regular employment in MFSCDCL.
- (r) Selected Candidate's services can be terminated by MFSCDCL with two months' notice. If candidate wishes to leave the services of MFSCDCL, 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 FILM, STAGE & CULTURAL DEVELOPMENT CORPORATION LIMITED (A Government of Maharashtra Undertaking), Dadasaheb Phalke Chitranagri, Goregaon (East), Mumbai -400065 on filmcitycao@gmail.com so as to reach on or before 17.12.2024 by 17.00 hrs.**

Date : 28.11.2024

Place : Mumbai

Managing Director

MFSCDCLtd.

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APPLICATION FORM

Appointment of Company Secretary
On Contract Basis

1) Name in full (In CAPITAL LETTERS)

Please affix your recognizable recent Passport Size Color photograph here

2) Personal Details:

a. Change of Name?

Yes	
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No	
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b. Notification Showing Change of Name?

Yes	
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No	
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Old Name:-

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New Name:-

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

C. Gender:-

Male

Female

D. Marital Status:-

Married

Unmarried

E. Date of Birth:-

DD	MM	YY

F. Age as on 01.11.2023:-

YY	MM	DD

G. Nationality:-

Indian	
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Other	
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H. Languages Known and Spoken:-

LANGUAGES	READ		WRITE		SPEAK	
	YES	NO	YES	NO	YES	NO
Marathi						
Hindi						
English						

3) Address for Correspondence: (IN CAPITAL LETTERS)

4) A. Contact Details:-

Email ID																			
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B. Office Ph. No. (with STD Code)

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C. Residential Ph. (with STD Code)

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D. Mobile No

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5) Educational Qualifications & Academic Contribution:- (Attach Self Attested Copies)

Sr. No.	Name of the Exam	Name of the Institute/University	Year of Passing	% of Marks	Division / Grade
1	Graduation				
2	Post Graduation				
3	Associate Membership of the Institute of the Company Secretaries of India.				
4	Other Professional Qualifications.				

6) List of Publications /Academic Honours. If any:-

Sr. No	Name of Publication	Academic Honour
1.		
2.		

7) Work Experience as Company Secretary and details of positions held in other Organizations/Companies. (starting with Present Employer):-

Sr. No.	Name of the Organization/Company	Designation / Position Held	Nature of job Responsibilities	Monthly Gross Emolument (Excluding Perquisites)	Employment Period	
					From	To
1.						
2.						
3.						
4.						
5.						

NOTE:- Attach separate sheet of the above format. If required & submit with signature of Applicant.

8) Work Responsibilities in Current Assignment :-

a. Full Office Address of present Organization/Company :-

b. Present Designation :- _____

c. Monthly Gross Emoluments (Specify Basic Pay, D.A., Other Allowances perquisites etc)

Sr. No.	Basic Emoluments	DA	Details of Other allowances		Total
			Types of Allowance	Amount	
	(1)	(2)	(3)	(4)	(1+2+3+4)

9) Outline scope for contribution in New Assignment along with expectations in MFSCDCL:-

DECLARATION

- i) I declare that to the best of my knowledge all the above information and particulars are correct. However, if it is found by MFSCDCL that, any information provided by me is incorrect/false/misleading then:
 - a) I will stand disqualified at any stage during the process of selection by MFSCDCL.
 - b) I shall be liable for termination at any stage thereafter in employment on contractual basis by MFSCDCL, if appointed.
- ii) I undertake to abide by all the terms, conditions & any methodology of selection to be adopted by the MFSCDCL.
- iii) I have not been charged/convicted from any Hon’ble Court not dismissed / removed / compulsory retired by way of punishment from the service of any Public Undertaking / Private Sector or from Govt. Department or he has not been declared insolvent by any court.
- iv) I have gone through the advertisement and the conditions mentioned therein and fulfill the conditions/requirements specified therein.
- v) I hereby accept and confirm the undertaking.

Place: _____

Signature :- _____

Date: _____

Full Name:- _____