

Madurai Smart City Limited: Madurai

Municipal Corporation Building, Aringar Anna Maligai, Thallakulam, Madurai-625002

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CIN: U74999TN2017SGC114323

Ref. No. Ma.Po 2/21705/15

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The Managing Director of Madurai Smart City Limited invites applications for the recruitment of fulltime Chief Executive Officer, fulltime Chief Financial Officer & fulltime Company Secretary Posts to implement Smart City Projects for Madurai.

Sl. No.	Name of the post	No. of Post	Conditions
1.	Chief Executive Officer	1	<p>The CEO should lead the process of institutional building and will be responsible for the overall development, financial as well as project management, formulate various policies & procedures and day-to-day operations of the Company. He should be innovative, dynamic and possess an in-depth knowledge in planning, designing, structuring, evaluating, implementing and managing urban infrastructure projects. He should anticipate the future and design & implement a set of strategies that effectively enhance Madurai city's stature as Smart City, both nationally and internationally. The CEO will be the spokesperson for the Company's distinctive Vision and lead the team of experts & co-ordinate.</p> <p><u>Age as on 01.11.2016:</u></p> <p>Age of candidates should not exceed 50 years as on 01.11.2016</p> <p><u>Essential Qualification:</u></p> <p>Graduation in Engineering / Science and Post-Graduation in Engineering / Science / Business Administration from reputed institutions, with at least 60% marks or equivalent grade point average.</p> <p><u>Experience:</u></p> <p>Not less than 15 years of post-qualification experience in managerial capacity in an equivalent or similar position in a reputed organization, of which not less than 5 years in urban sector. International engagement will be considered as an added advantage. In addition to technical competence, equal importance will be given to strategic thinkers, with a developmental mind set, an effective personality and an ability to build external and internal relationships.</p> <p><u>Consolidated pay per month (all inclusive on CTC basis) for deserving candidate (90%):</u></p> <p>Rs.2.0 lakhs</p>

			<p><u>Performance linked pay (10%):</u> Rs 0.20 lakh as per The performance linked pay guideline issued by the Government in this regard.</p> <p><u>Tenure of employment :</u> Initially for a period of three years and will be considered for extension based on performance.</p> <p><u>Roles & Responsibilities of Chief Executive Officer:</u> The roles and responsibilities of the Chief Executive Officer is given in the brochure which can be downloaded from the website www.maduraicorporation.co.in</p>
2.	Chief Financial Officer	1	<p>CFO is responsible for Accounts, Finance & Commercial functions of the Company, including taxation matters. He is responsible for evolving, formulating and implementing policies relating to entire gamut of financial and commercial operations, financial structuring of the projects, due diligence / drafting of all commercial documents, preparation & submission of periodical MIS and liaison with various Government Departments/Agencies. He is expected to play a leadership role and provide effective support in achieving sustained growth of the Company.</p> <p><u>Age as on 01.11.2016 :</u> Age of candidates should not exceed 40 years as on 01.11.2016.</p> <p><u>Essential Qualification :</u> Graduation in any discipline with at least 60% marks or equivalent grade point average and Member of Institute of Chartered Accountants of India or Institute of Cost Accountants of India or two-years full time Master of Business Administration / Post Graduate Diploma in Management with specialization in Finance from IIMs / IITs or in a reputed institution. Preference will be given to those candidates who are also a Member of Institute of Company Secretaries of India.</p> <p><u>Experience:</u> Not less than 7 years of post-qualification experience in managerial capacity in an equivalent or similar position in a reputed organization</p> <p><u>Consolidated pay per month (all inclusive on CTC basis) for deserving candidate (90%) :</u> Rs.1.0 lakhs</p> <p><u>Performance linked pay (10%) :</u> Rs 0.10 lakh . As per The performance linked pay guideline issued by the Government in this regard.</p>

			<p><u>Tenure of employment :</u></p> <p>Initially for a period of three years and will be considered for extension based on performance</p> <hr/> <p><u>Roles & Responsibilities of Chief Financial Officer</u></p> <p>The roles and responsibilities of the Chief Financial Officer is given in the brochure which can be downloaded from the website www.maduraicorporation.co.in</p>
3.	Company Secretary	1	<p>Company Secretary is responsible for company secretarial, legal, corporate governance and administrative functions of the Company. He is responsible for conducting board and shareholders' meetings, statutory compliances, filing forms with various statutory authorities, court cases, due diligence / drafting of all contract documents, preparation and submission of periodical MIS, liaison with various Government Departments / Agencies, formulating and implementing HR policies of the Company. He should be thorough in the new Company law, commercial and economic legislations, SEBI guidelines, FEMA provisions etc. He is expected to play a leadership role and provide effective support in achieving sustained growth of the Company</p> <hr/> <p><u>Age as on 01.11.2016 :</u></p> <p>Age of candidates should not exceed 35 years as on 01.11.2016</p> <hr/> <p><u>Essential Qualification :</u></p> <p>Graduation in any discipline with at least 60% marks or equivalent grade point average and Member of Institute of Company Secretaries of India. Preference will be given to those candidates who are also a Member of Chartered Accountants of India or Institute of Cost Accountants of India.</p> <hr/> <p><u>Experience :</u></p> <p>Not less than 5 years of post-qualification experience in managerial capacity in an equivalent or similar position in a reputed organization</p> <hr/> <p><u>Consolidated pay per month (all inclusive on CTC basis) for deserving candidate (90%):</u></p> <p>Rs.0.75 lakh</p> <hr/> <p><u>Performance linked pay (10%) :</u></p> <p>Rs 0.07 lakh. As per The performance linked pay guideline issued by the Government in this regard.</p>

		<p><u>Tenure of employment :</u></p> <p>Initially for a period of three years and will be considered for extension based on performance.</p> <hr/> <p><u>Roles & Responsibilities of Company Secretary:</u></p> <p>The roles and responsibilities of the Company Secretary is given in the brochure which can be downloaded from the website www.maduraicorporation.co.in</p>
<p><u>General conditions for all the above posts.</u></p> <ol style="list-style-type: none"> i. The place of posting is at Madurai, Tamil Nadu. ii. The prescribed qualification / experience indicated are bare minimum and mere possession of same will not entitle the applicants to be called for interview. Where number of applications received is large, it may not be convenient or possible for the company to interview all applicants. The company will scrutinize, restrict the number of applicants and shortlist the number of candidates to be called for selection process to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum as prescribed above. The decision of the Company is final and binding. The Company reserves its rights to accept or reject any application, without assigning reasons there for. iii. Applicants who are in employment with Government, Semi-Government, Autonomous Bodies, Public Sector Undertakings and other Government sponsored institutions should route their application through proper channel. iv. Application along with self-attested copies of certificates regarding age, date of birth, qualifications, division and percentage of marks obtained, year of passing, experience including position held, name of the employers with complete address, nature of duties, period of service, scale of pay & salary drawn, salary expected and achievements should be sent by registered post or Speed Post or courier. No application will be received directly by hand delivery or other means of delivery. Original Qualification Certificate and Proof of previous employment have to be produced during the time of interview. v. Incomplete applications shall not be considered and no interim correspondence shall be entertained. Canvassing in any form shall be considered a disqualification for employment in the Company. vi. The applications should reach the below mentioned address before 19.5.2017 at 3.00p.m. <p style="text-align: center;">The Managing Director, Arignar Anna Maligai, Alagar Koil Main Road, Tallakulam, Madurai-625002.</p>		

8. Educational/Professional Qualification in reverse chronological order from 10th std. onwards:-

Educational /Professional Qualification	Year Of Passing	Division	Name of Board/University

9. Any other higher Qualification, please specify

10. Computer Literacy: Yes/No

11. Languages Known:

12. Experience: (A brief bio-data is enclosed)

Sr. No.	Designation & Place of posting	Brief listing of responsibilities	From	To	Duration (No. of years)	Please specify whether Auto-related or other: cadre or on deputation.

13. Present Designation, Place of Posting and Office Address:-

14. Present scale of pay and date of grant of/ empanelment to the scale of Rs._____

15. Details of awards, if any:-

16. Details of past penalties/warnings, if any:-

17. Self Certification and Declaration: I hereby certify and declare that:-

1. All statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, or ineligibility being detected before or after the interview/selection, my candidature may be cancelled and action can be taken against me.

2. I have read the provisions in advertisement carefully and I fulfill all the conditions of eligibility regarding age limits, educational qualifications etc. prescribed in the advertisement and other relevant rules and instructions.

3. I certify that there is no vigilance or any disciplinary proceedings pending against me.

Date:

Place:

SIGNATURE OF THE CANDIDATE
(UNSIGNED APPLICATION WILL BE REJECTED)

Educational /Professional Qualification	Year Of Passing	Division	Name of Board/University

12. Any other higher Qualification, please specify

13. Computer Literacy: Yes/No

14. Languages Known:

15. Experience: (A brief bio-data is enclosed)

Sr. No.	Designation & Place of posting	Brief listing of responsibilities	From	To	Duration (No. of years)	Please specify whether Auto-related or other: cadre or on deputation.

16. Present Designation, Place of Posting and Office Address:-

17. Present scale of pay and date of grant of/ empanelment to the scale of Rs.

18. Details of awards, if any:-

19. Details of past penalties/warnings, if any:-

20. Self Certification and Declaration: I hereby certify and declare that:-

4. All statements made in this application fro are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, or ineligibility being detected before or after the interview/selection, my candidature may be cancelled and action can be taken against me.

5. I have read the provisions in advertisement carefully and I fulfill all the conditions of eligibility regarding age limits, educational qualifications etc. prescribed in the advertisement and other relevant rules and instructions.

6. I certify that there is no vigilance or any disciplinary proceedings pending against me.

Date:

Place:

SIGNATURE OF THE CANDIDATE
(UNSIGNED APPLICATION WILL BE REJECTED)

Date: . 2017

APPLICATION FORM

Name of the post: Company Secretary (CS)

Please affix recent
self attested
photograph

15. Candidate's Name in capital letters (in English)

16. Father's Name in capital letters (in English)

17. Date of Birth: Date Month Year

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18. Age: As on date of publication of vacancy

Years				Months		Days	

19. Gender: Male Female

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20. Nationality: Indian Other

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21. Write complete mailing address, in block letters:-

8. Educational/Professional Qualification in reverse chronological order from 10th std. onwards:-

Educational /Professional Qualification	Year Of Passing	Division	Name of Board/University

21. Any other higher Qualification, please specify
22. Computer Literacy: Yes/No
23. Languages Known
24. Experience: (A brief bio-data is enclosed)

Sr. No.	Designation & Place of posting	Brief listing of responsibilities	From	To	Duration (No. of years)	Please specify whether Auto-related or other: cadre or on deputation.

25. Present Designation, Place of Posting and Office Address:-

26. Present scale of pay and date of grant of/ empanelment to the scale of Rs. _____
27. Details of awards, if any:-

28. Details of past penalties/warnings, if any:-

17. Key responsibility areas

Company Secretarial	Please describe your experience in the area of 'Company Secretarial' (75 words max.)
Governance	Please describe your experience in the area of ' <i>Governance</i> ' (75 words max.)
Legal Supports	Please describe your experience in the area of ' <i>Legal Supports</i> ' (75 words max.)

29. Self Certification and Declaration: I hereby certify and declare that:-

7. All statements made in this application fro are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, or ineligibility being detected before or after the interview/selection, my candidature may be cancelled

and action can be taken against me.

8. I have read the provisions in advertisement carefully and I fulfill all the conditions of eligibility regarding age limits, educational qualifications etc. prescribed in the advertisement and other relevant rules and instructions.

9. I certify that there is no vigilance or any disciplinary proceedings pending against me.

Date:
Place:

SIGNATURE OF THE CANDIDATE
(UNSIGNED APPLICATION WILL BE REJECTED)