

Tapi Riverfront Development Corporation Limited Recruitment of Company Secretary	
Particulars	Appointment of Company Secretary
Qualification & Experience	<p>1. <u>Qualifications:</u> Company Secretary approved by The Institute of Company Secretary of India.</p> <p>2. <u>Experience:</u> Minimum 03 Years as Company Secretary in any recognized firm or government organization in the field of legal & regulatory matter of the company and good knowledge of Companies Act.</p>
Salary	Upto Rs. 50,000

Submission of Application

The Candidate needs to send their application in the prescribed format **through Indian Postal department only else application will be straight away rejected.** Application must be send in hard copies with duly filled application form along with detailed resume, contact information, photograph, and all necessary documents from upto **21/06/2025** (except public holiday) during office hours to “Deputy General Manager, Tapi Riverfront Development Corporation Limited” at “Tapi Riverfront Development Corporation Limited, Room No. 35, Surat Municipal Corporation, Gordhandas Chokhawala Marg, Muglisara, Surat, 395003, Gujarat, India”. **The envelope should be superscribed with the name of the post applied else envelope will be straight away rejected.** Application received after the close of office hours on **21/06/2025** will not be considered.

Criteria for Selection

The candidates screened on the basis of academic qualification and experience will be called for personal interview.

The candidate should have communication skills in both English and Gujarati languages and a good knowledge of legal & regulatory matter of the company and good knowledge of Companies Act.

For selection or rejection of any candidate Chairman-TRFDCL shall be the final authority on behalf of TRFDCL.

Appointment:

Appointment of the Candidate will be on 11 months contract basis and no other benefits will be provided apart from remuneration. Remuneration mentioned above shall be decided & fixed depending on the qualification, experience and performance in the interview of the candidate.

The Following Self-Attested documents are required to be attached with Application form.

- 1) H.S.C Marksheet along with passing Certificate
- 2) Final Marksheet(s) issued by the Institute of Company Secretary of India along with passing Certificate.
- 3) Work Experience Certificate(s)
- 4) Any other Marksheet/certificate
- 5) Photo ID Proof (Aadhar Card/Voters Card/Passport)

Note: Application submitted without the duly filled Application form and mentioned documents shall be considered invalid and straight away be rejected.

Application Form

Advertise no.	:	
Name of Post	:	

Affix Latest Photo

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Signature

Name of Applicant	:	
Father's Name	:	
Permanent Address	:	
Present Address	:	
Contact No.	:	
Email Id	:	
Date of Birth	:	
Gender	:	
Marital Status	:	
Language Known	:	
Nationality	:	

Education Qualification

Degree	Board/University	Year of Passing	Percentage

Experience Detail					
Sr. No.	Name of the Firm/Company Organisation/Institute	Designation	Duration (DD/MM/YY)		Total Experience in Month(s)/ Year(s)
			From	To	

***Note on Experience:**

1. Experience Mentioned without Experience Certificate will not be considered
2. In case of Current Job, candidate shall attach appointment letter and if selected, Experience Certificate is to be submitted at the time of joining.

Other Detail :

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**Your Faithfully
Name & Signature**