

**RECRUITMENT TO THE POST OF  
COMPANY SECRETARY**

**INFORMATION BROCHURE  
&  
APPLICATION FORM**

**LUCKNOW METRO RAIL CORPORATION LTD.  
1<sup>st</sup> FOOR, JANPATH MARKET, HAZRATGANJ,  
LUCKNOW**

**LUCKNOW METRO RAIL CORPORATION LIMITED**

**1<sup>st</sup> Floor, Janpath Market, Hazratganj,  
Lucknow, Uttar Pradesh- 226001 (India)**

**ADVT. No. 1184/LMRC - HR-26/2015 Dated 15.04.2015**

**Recruitment of Company Secretary**

Lucknow Metro Rail Corporation Limited (LMRC) has been set up by Government of Uttar Pradesh as a Special Purpose Vehicle for implementation and operation of rail based Mass Rapid Transit System (Metro) in the capital city of Lucknow.

Applications are invited from dynamic, experienced and highly motivated professionals having experience of working in Govt/PSU/Private Sector organizations preferably having experience in major construction projects for one post of Company Secretary at Dy. General Manager level. The appointment shall be on **direct recruitment basis** as per details mentioned below.

<b>Post</b>	<b>No. of Posts</b>	<b>Eligibility/Educational Qualification</b>	<b>Experience</b>	<b>Max Age as on 01.04.2015</b>	<b>Pay scale for which advertised</b>
Company Secretary	1	Member of Institute of Company Secretaries of India. Person having degree in Law/CA/CWA/MBA (Finance) would be of added advantage.	Company Secretary having 12 year post qualification experience of working out of which 3 years of PSU/Government Organization experience as Company Secretary is essential.	45 years	29100-54500 (IDA) (E-4)

## **JOB DESCRIPTION AND RESPONSIBILITIES**

- i)** Ensure compliance of various provisions of the Companies Act, 2013 and fulfilling all responsibilities defined therein.
- ii)** Advise management on the implications of various legislations in formulating its long term plans and take action for implementing the company's corporate policies and procedures affecting business operations,
- iii)** Liaise/follow-up with various Government Departments to ensure statutory compliance.
- iv)** Any other duties as assigned by the management from time to time.

Eligible and willing candidates who fulfill the above mentioned eligibility criteria may apply along with their particulars in the following format to **Director (Finance), LMRC** positively by speed post, registered post, and courier or in person up to 5.00 PM on 16.05.2015.

**Mode of Selection:** : Short listed candidates will be called for interview at Lucknow. The date of the interview will be informed to the short listed candidates by post / fax /e-mail. Persons employed with Government/ PSUs shall apply through proper channel and shall produce a 'No Objection Certificate' from their employers at the time of interview.

The Lucknow Metro Rail Corporation reserves the right to shortlist candidates for interview. No correspondence in this connection shall be entertained.

### **PAYMENT OF TA**

All the candidates called for interview shall be paid to & fro **II AC** Rail fare for domestic travel within India only on production of requisition

**Application Format** : Please see Annexure (1).

The duly filled in application form should be sent in an envelope super scribing on the cover prominently - **Name of Post / Category so as to reach latest by 5.00 PM on 16.05.2015 by speed post, registered post, and courier or in person at the following address. Separate CVs can also be attached with the applications.**

**Director (Finance)**  
Lucknow Metro Rail Corporation Ltd.  
1st Floor, Janpath Market, Hazratganj  
Lucknow-226001

**Annexure-1**

**ADVT. NO. ....**

Recent Passport  
Size self attested  
photograph to  
pasted here

**APPLICATION FORMAT**

**(TO BE FILLED IN BOLD ENGLISH CAPITAL LETTERS BY THE  
CANDIDATE IN HIS OWN HAND WRITING OR TYPED)**

1.	Name of the Post				
2.	Name of the Candidate				
3.	Father/Husband's Name				
4.	Date of Birth				
5.	Permanent Address				
6.	Age as on 1.04.2015	Year	Month		
7.	Address of Correspondence				
8.	Contact No., Fax & Email				
9.	Details of Education	10 <sup>th</sup>	12 <sup>th</sup>	ACS/FCS	CA/CWA/LLB
	a)Examination passed				
	b)Year of Passing				

	c)Name of the Institute/University/Board				
	d)Subjects				
	e)Percentage in aggregate				
	f)Division				
10	Details of experience along with pay scale/pay package (In chronological orders)				
	Total years of experience				
11	Details of service				
a	Parent Organization				
b	Dt. of Appointment				
c	Grade at the time of appointment				
d	Total length of service				
e	Dt. of appointment to executive service				
f	Present Grade				

g	Dt. from which in present grade	
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I hereby declare that the particulars furnished above are true. I understand that my candidature will be cancelled if the information found to be false or incorrect.

Date :

Place :

Signature of the Candidate

Phone No: .....

Email Id: .....