
	SURAT SMART CITY DEVELOPMENT LTD. Office Address: 1 st Floor, Surat Municipal Corporation South Zone Office, Udhna, Surat-394210	
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Purely on Contractual Basis Recruitment Notice

NOTICE: INVITING APPLICATION FROM INDIVIDUAL PROFESSIONALS

Surat Smart City Development Ltd. hereby invites Online Applications from Individual professionals for the following position purely (on contractual basis) for 11 months:

Sr. No.	Name of Position	No. of Post
1	Company Secretary (CS)	01
2	Senior Analyst	01

For further details about the position, please visit websites – www.suratmunicipal.org, www.suratsmartcity.com and www.suratiilab.org. Interested candidates need to apply online on these websites.

Last date and time for submission of online applications on above mentioned websites is **28th March, 2022 till 5:00 PM.**

SSCDL/OUT/ADV/No.18
Date: 16/03/2022

Sd/-
Chief Executive Officer
SSCDL

Job description and details for various posts

Position: Company Secretary (CS)

No. of Post: 01 (One)

Type of Appointment: Contractual appointment for 11 months

Qualification & Experience:

- I. Company Secretary approved by The Institute of Company Secretary of India
- II. Minimum 3 Years of post -qualification (CS) relevant experience of dealing with legal and regulatory matters of the company and good knowledge of Companies Act.

Roles & responsibilities:

The Company Secretary is primarily responsible for all statutory compliances of Surat Smart City Development Ltd. (SSCDL). The broad roles and responsibilities of the Company Secretary shall cover but are not limited to the following activities:

- Ensure compliance of the provisions of Companies Law and rules made there-under and other statutes and bye-laws of the company.
- Ensure that business of the company is conducted in accordance with its objects as contained in its memorandum of association.
- Ensure that affairs of the company are managed in accordance with its objects contained in the articles of association and the provisions of the Companies Law.
- Prepare agenda, arrange and communicate date, time and venue of all meetings of SSCDL including Board meeting, HR, Project, Audit, etc. committees and prepare minutes of meetings. Timely prepare and share board of directors & various committee resolutions as per required format with the concerned personnel & maintain all committee resolutions datewise.
- Prepare and file various documents/returns as required such as copy of various resolutions on prescribed form (MCA/RoC) within the specified time period.
- Prepare and update (as and when required) SSCDL SOP, keep up to date record of directors, GMs, DGMs and other management executives and accordingly update on MCA website.
- Arrange with and to call and hold meetings of the board and to prepare a correct record of proceedings. Attend the board meetings in order to ensure that the legal requirements are fulfilled, and provide such information as are necessary.
- Prepare, in consultation with the chairman/chief executive officer, the agenda and other documents for the general meetings.
- Arrange with the consultation of chairman/chief executive officer the annual and extraordinary general meetings of the company and to attend such meetings

in order to ensure compliance with the legal requirements and to make correct record thereof.

- Carry out all matters concerned with the allotment of shares, and issuance of share certificates including maintenance of statutory Share Register and conducting the appropriate activities connected with share transfers.
- Prepare, approve, sign and seal agreements, legal forms, and other official documents on the company's behalf, when authorized by the broad of the directors or the executive responsible.
- Advise, in conjunctions with the company's solicitors, the chief executive or other executive, in respect of the legal matters, as required.
- Engage legal advisors and defend the rights of the company in Courts of Law
- Maintain custody of the seal of the company and various registers such as transfer of shares, directors and other officers (KMP), directors' shareholding, contracts, minute books, etc.
- Any other task that may be assigned from time to time by CEO.

Compensation:

- Rs. 40,000/- to Rs. 70,000/- fixed per month considering the educational qualification/ working experience & performance of the candidate during the personal interview.

Position: Senior Analyst

No. of Post: 01 (One)

Type of Appointment: Contractual appointment for 11 months

Qualification & Experience:

- I. MCA OR BE / B. Tech(Computer Engineering / Information Technology / Electronics & Communication Branches) / M.Sc. in IT
- II. 4 years post-qualification relevant experience out of which minimum 1 year at system development lifecycle management and at leading a team of developers

Roles & responsibilities:

- Will coordinate with departments/end users to gather the requirements and define the To-Be process
- Will coordinate with consultants/vendors for timely delivery/installation of material/ services and deployment of resources and for smooth implementation of project
- Experience of database design, working knowledge of relational database management systems, Oracle, data normalization, indexing and keys, stored procedures, views and constraints.
- Understanding of object oriented programming languages got both desktop and web applications.
- Gathering business requirements and carry out independent data/risk/business/financial analysis.
- Understanding of software development lifecycle methodologies and best practices.
- Analyze and propose Change Requests to the management.
- Act as a communication bridge among user/ coordinators/ vendors/management.
- Provide oversight to ensure projects are in compliance with established standards
- Address day to day adhoc activities related to project management office
- Standardize project management processes and documentation
- Provide up-to-date status reporting to executive management
- Check and Draft communications, proposals, note sheet, annexure and amendments
- Design, Update and Maintain MIS as per the requirement of organization.
- Create end user training documentation and technical documentation. Impart end user training.

Compensation:

- Rs.35,000/- to Rs.60,000/- fixed per month considering the educational qualification/ working experience & performance of the candidate during the personal interview.