



AHMEDABAD JANMARG LTD. (AJL)

1st Floor, Dr.Ramanbhai Patel Bhavan, Usmanpura Cross Road,
Usmanpura, Ahmedabad - 380009

Email: ajl.office@janmarg.in w: www.ahmedabadbrts.org

Advertisement for the post of Company Secretary

AJL, an SPV of Ahmedabad Municipal Corporation is requires a full-time Company Secretary on a contract Basis (For 03 years Contract + 2 years' extendable subject to company's requirement and performance).

The candidate must be a qualified Company Secretary and Member of the Institute of Company Secretaries of India and graduate in any stream from UGC/AICTE or any Govt. approved university.

- Minimum 03 years of post-qualification experience (excluding training period) in the Company Secretarial Department of a Central Public Sector Enterprise, State Public Sector Enterprise, Public Limited Company, or a Large private limited company or a Reputed Practicing Company Secretary Firms catering to large scale corporate clients. The candidate should possess a thorough understanding about compliance management of large scale Public Unlisted Company under the Companies Act, 2013 along with applicable rules, regulations and standards along with other corporate laws applicable to the organization.
- Applicants serving in Govt. /Public Sector Enterprises/Semi-Govt. Organizations should apply through proper channel or produce 'No Objection Certificate' at the time of interview, failing which, they will not be permitted to appear for the interview.
- Age limit for the candidate as on the submission date shall not be more than 35 years.
- Remuneration is Rs. 60,000/- CTC (Consolidated) pay per month subject to statutory deduction.
- Management reserves the right to reject any or all the applications without assigning any reason thereof.
- Application along with all supporting documents (self-assessed) should be send by post/courier/by hand on or before 11-04-2025 up to 6:00 PM in a cover super scribed "Application for the post of "Company Secretary". **Only hard copies of the applications received by the company on or before due date will be considered for further evaluation. Please do not submit your application by email. Application form is mandatory.**
- Management will not be responsible for delayed receipt/non-receipt of applications.
- For application form & more information, please visit to recruitment section of our website www.ahmedabadbrts.org/updates/Advertisements

Executive Director - AJL