

**AMARAVATI DEVELOPMENT CORPORATION LIMITED (CIN: U93000TG2015SGC099009)**

**AMARAVATI DEVELOPMENT CORPORATION LIMITED (ADCL)** is a company promoted by Government of Andhra Pradesh for the development and implementation of New Capital City of Andhra Pradesh – Amaravati. ADCL is inviting applications from the eligible candidates for the following position on contractual basis.

Sl.No	Post Code	No's	Description
1	MAU59- OPCS0APPT/ 2/2019-FIN SEC-ADC	1	<p>ADCL is looking for qualified and experienced Company Secretary having minimum 5 years of experience in handling Compliance and Secretarial matters. Candidate should have experience of handling Government companies/Clients/ Departments.</p> <p><b>Job Profile</b></p> <p>a)Compliance with all applicable corporate laws/ government rules and any other regulatory requirements as applicable.</p> <p>b)Ability to independently handle Legal &amp; secretarial function for the Company and any related/group entities in India.</p> <p>c)Responsibility for all secretarial functions including Board and General meetings, organizing and preparing notices, agenda and minutes, etc. of meetings, drafting statutory reports, maintaining and updating all statutory books, registers, records, filings of forms, returns, documents, interface with ROC, and other regulatory bodies, and ensure all related compliances.</p> <p>d)Responsible for ensuring practice of good corporate governance and upholding highest standards of ethics, integrity and compliance.</p> <p>e)Update to all concerned teams/ departments on key issues and regulatory/ statutory changes.</p>

**Notes :**

- (i)Interested candidates are requested to submit their resume / CVs by mentioning the post code and job title to the email id [recruitment.adcl@gmail.com](mailto:recruitment.adcl@gmail.com) by December 30, 2019 (17:30 Hrs).
- (ii) All the positions are based at Vijayawada/ Amaravati.
- (iii)Applications through posts and physical submission will not be accepted.