महाराष्ट्र पर्यटन विकास महामंडळ (महाराष्ट्र शासनाचा अंगीकृत उपक्रम)  
अपोजे हाऊस, ४ था मजला, ३, दिनशाळा वाच्छा रोड, के.सी. कॉलेज जनन, चर्च्गेट, मुंबई-४०००२०.  
दूरध्वनी क्र. ०२३२-२३०४ ४०४०, फॅक्स : ०२३२-२३०२ ४५२१

महामंडळात २२ महिन्यांच्या कंट्राटी पाठतीमे "कंपनी सचिव" या पदार्थीता दिवंगत ०५/०७/२०१९ रोजी  
Walk in Interview आयोजित करण्यात आले होते. तथापि सदर जाहिरातीस सामर्थ्य प्रतिसाद न  
मिळाल्यामुळे सदर Walk in Interview पूर्ण ठकलण्यात आले आहेत.  

महामंडळात २२ महिन्यांच्या कंट्राटी पाठतीमे "कंपनी सचिव" या पदार्थीता दिवंगत ०९/०८/२०१९ रोजी  
Walk in Interview घेण्यात येणार आहेत. इच्छुक उमेदारांनी मूळ कागदपत्रे व छायाकृत प्रतीकां  
मुलाखतीसाठी उपरोक्त पत्त्याचर उपस्थित राहावे.

व्यवस्थापक (सा. प्र. १),  
प्रधान कार्यालय,  
मध्यम, मुंबई.

ठिकाण : मुंबई  
दिनांक : ०२/०८/२०१९
ADVERTISEMENTS NO. MTDC/GAD-1/01/2019

ADVERTISEMENTS FOR THE POST OF COMPANY SECRETARY

The Maharashtra Tourism Development Corporation Ltd. requires to fill the post of Company Secretary amongst experienced, talented professionals with impeccable performance history and observable leadership traits on **Purely Contract Basis for a period of 11 Months.**

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**Pre-requisites & other Conditions**

**Qualification:**

**Essential**: 1. The candidate should have Graduate Degree in Company Secretary from recognized University with Computer Literacy.

2. Knowledge of Marathi reading, writing and drafting.

**Preferable**: Degree in Law from recognized University/Institute.

**Experience**: Minimum 3 years post qualification experience as Company Secretary.

**Pay Scale**: Rs.35,000/- (Consolidated) and negotiable.

**Period of Fixed Tenure**: 11 Months.

**Methodology of Selection:**

- The candidates will be shortlisted for selection process taking into consideration the qualification and experience etc.
- The selection process will consist of Personal Interview by the Competent Selection Committee.
Time Schedule:
- Submission of Application : 15/07/2019 at 11.00 am
- Interview : 15/07/2019 at 03.00 pm

Note: The candidates shortlisted for Interview process will be allowed to attend Interview process.

Conditions:

(a) The candidates applying should ensure that they fulfill all eligibility criteria. Their admission to all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria mentioned in this advertisement. Company will take up verification of eligibility conditions with reference to documents submitted by the candidate only after the candidate has qualified for interview.

(b) Pre-requisites are minimum and mere possession of the same does not entitle the candidate to be called for selection process. Considering the experience, the candidates will be shortlisted for selection process.

(c) The candidates should have adequate Knowledge of ‘Marathi’.

(d) If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will not be considered.

(e) If the candidate knowingly or willfully furnishes incorrect or false particulars or suppresses material information, he/she will be disqualified and if appointed, shall be liable for dismissal from the Company’s service without any notice or assigning any reasons whatsoever.

(f) The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained. Applications received after due date will not be entertained. The Company is not responsible for postal delay.

(g) The recruitment in MTDC Ltd is done strictly as per merit in a systematic way. Canvassing in any form will disqualify a candidate.

(h) The Company reserves the right to cancel the Advertisement fully or partly on any grounds and such decision of the Company will not be notified or intimated to the candidates.

(i) Employees working in Government/Semi Government Undertaking will
have to produce No Objection Certificate at the time of interview.

(j) The application must be submitted in the Proforma given in this advertisement/website in the same order preferably typewritten on foolscap paper. All items of the application must be filled in according to instructions given for filling the application form.

(k) Date of birth as per Secondary School Certificate (SSC) and age as on 30/06/2019 should be mentioned.

(l) Applications duly filled in with attested copies of certificates in support of age & qualifications should be submitted to The Manager (GAD -1) Maharashtra Tourism Development Corporation Ltd., Apjejay House, 4th Floor, 3 Dinshaw Vachha, Road, Churchgate, Mumbai - 400 020 on 15/07/2019 at 11.00 am.

Procedure to apply:

1. **Document Submission:** Submit your Personal Profile/Application Form (in the format given below with copies of Testimonials in support of age, qualifications, experience etc. to The Manager (GAD -1) Maharashtra Tourism Development Corporation Ltd., Apjejay House, 4th Floor, 3 Dinshaw Vachha, Road, Churchgate, Mumbai - 400 020 on 15/07/2019 at 11.00 AM.

2. **Interview:** Interview is scheduled on 15/07/2019 at 3.00 AM.
3. Name in full:

4. Full Address
   a) Residence:

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b) Office (with Telephone No., Mobile No., e-mail address etc.)

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5. a) Date of Birth:

|   |   |   |   |

b) Age as on 30/06/2019: ________ Years ________ Months ________ Days

6. Whether currently working or retired: Indicate your category by (✓)
   WORKING RETIRED

7. Present Designation:
   (In case of retired persons, post held at the time of retirement)

8. Office/Department

9. Scale of Pay:

10. Present Gross Emoluments OR last emoluments in case of retired person (Specify Basic Pay, D.A., Other Allowances etc.):

   

Affix your recognizable recent Passport size photograph & Sign over it
11. Qualification Details:
   a) Educational / Professional Qualification:

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<th>Academic</th>
<th>Degree / Post – Graduation Passed</th>
<th>Name of the University / Institution</th>
<th>Year of Passing</th>
<th>% Marks &amp; Class</th>
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b) Details of affiliation with Professional Bodies/Institution/Society:

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<th>Name of the Body</th>
<th>Membership No.</th>
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12. Experience : Details of posts held from time to time:

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<th>Sr.</th>
<th>Name of the Organization with No. of employee &amp; Turnover</th>
<th>Position Held</th>
<th>Scale of Pay &amp; Gross Emoluments</th>
<th>Period</th>
<th>Total Experience</th>
<th>Nature of Job (Responsibilities handled)*</th>
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* Attach separate sheet if required

13. Please indicate your present level vis-à-vis your organization structure and the prospective career progression path.

14. List of Publications / academic honors received:

15. Any other information:

Place: __________

Date: __________

Signature of the Candidate

Note: Copies of Testimonials in support of age, qualifications, experience etc. may be furnished, wherever necessary.