

AURIC

# औरंगाबाद इंडस्ट्रियल टाउनशिप लिमिटेड

ऑफिस : 'उद्योग सारथी', डिप्लोमायसी सेल, एमआयडिसी ऑफिस, महाकाली केव्हज रोड,  
अंधेरी ईस्ट, मुंबई-४०००९३, दुरध्वनी क्र. ०२२-२६८७९९५६, संकेतस्थळ : [www.auric.city](http://www.auric.city)

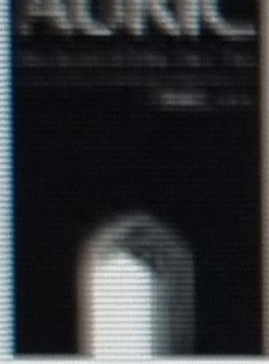
जाहिरात क्र. एआयटिएल / २०२१ / कं. से. / १ दिनांक: २०.१०.२०२१

## सरळ सेवा भरती

औरंगाबाद इंडस्ट्रियल टाउनशिप लिमिटेड मधील कंपनी सेक्रेटरी या रिक्त पदा  
करिता पात्र उमेदवारां कडून दिनांक: २०.१०.२०२१ (सकाळी ११ वाजल्या-  
पासून ) ते दिनांक : २९.१०.२०२१ (संध्याकाळी ५ वाजेपर्यंत ) फक्त  
ऑनलाईन पद्धतीने अर्ज मागवण्यात येत आहेत. सदर पदासाठी लागणारी  
शैक्षणिक अर्हता, पगार आणि अर्ज करण्याच्या पद्धती बाबतची सविस्तर जाहिरात  
एआयटिएलच्या [www.auric.city](http://www.auric.city) या संकेतस्थळा वर प्रसिद्ध करण्यात आलेली  
आहे. अर्ज करताना उमेदवारांनी एआयटिएल च्या संकेतस्थळा वर न्युज व  
इव्हेंट्स या विभागामध्ये प्रसिद्ध केलेल्या सविस्तर जाहिरातीमध्ये नमूद केलेल्या  
योग्य त्या कार्यपद्धतीचा अवलंब करावा.

सही /-

व्यवस्थापकीय संचालक, एआयटिएल



# AURANGABAD INDUSTRIAL TOWNSHIP LIMITED

Regd. Office : Udyog Sarathi, DM/C Cell, MIDC Office, Mahakali Caves Road,  
Andheri (E), Mumbai - 400 093. Tel. No. 022-26879956, website : [www.auric.city](http://www.auric.city)

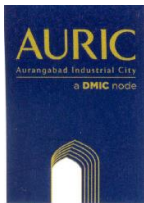
**Advertisement No. AITL/2021/CS/1 dtd 20th October, 2021**

## **Direct Recruitment**

Applications are invited from eligible candidates to fill up the post of Company Secretary from 20th October, 2021 (Morning 11.00 a.m.) to 29th October, 2021 (Evening 5.00 p.m.) by online applications. A detailed advertisement regarding qualification, pay and application process is displayed on the website : [www.auric.city](http://www.auric.city) of the AITL. Candidates have to follow the necessary steps as described in detailed advertisement posted in News and Events section of AITL website.

Sd/-

Managing Director, AITL



## **AURANGABAD INDUSTRIAL TOWNSHIP LIMITED**

**Advertisement No. AITL/2021/CS/1 dtd 20<sup>th</sup> October, 2021**

Applications are invited only through **ON-LINE mode** from eligible candidates for appointment to the following vacant post in Aurangabad Industrial Township Limited :

<b>Sr. No.</b>	<b>Name of Post</b>	<b>Place of Post</b>	<b>No. of Posts &amp; Category</b>	<b>Qualification</b>	<b>Experience</b>	<b>Remuneration (CTC) p.a</b>
1	Company Secretary	Mumbai	1 (One) – Open	1. Member of the Institute of Company Secretaries of India. 2. Candidate holding degree in Law will be preferred.	1) Experience of minimum 5 years of full time working as a Company Secretary. 2) Experience in Govt. / Semi Govt. / PSU will be preferred.	9 Lakh

### **Important Instructions for candidates :**

- a.** Applicants have to submit their applications online only in the Application form uploaded on the website of the AURIC [www.auric.city](http://www.auric.city) by applying on the career section of the website for the said vacancy. For detailed advertisement applicant have to visit News and Events section of the website. The incomplete application and application on plain paper will not be considered.
- b.** Applicants are requested to upload following self-attested documents in PDF format or ( ZIP file) : a) Application in prescribed format, b) latest resume by attaching copies of Aadhar, Pan Card, age proof, c) School Leaving Certificate or S.S.C Certificate. d) Certificates of Educational Qualification as mentioned in the application. e) Certificate of Experience as mentioned in the application f) Coy of Certificate of Membership of the Institute of Company Secretaries of India, g) Small family declaration in the given format.
- c.** Applicant has to affix recent passport size photograph on application and sign across the photo.
- d.** Application processing fees (Including GST) (non-refundable) of Rs.1000/- is to be paid by the Applicant online to the bank A/c of the AITL. The applicant has to provide successful payment receipt to the AITL. Bank details of the AITL are as below :

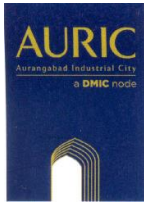
Name of Organisation : Aurangabad Industrial Township Limited

Name of Bank : Bank of India

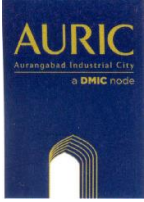
Branch : Chakala Branch, Mumbai

A/c No. : 006720110000968

IFSC code : BKID0000067

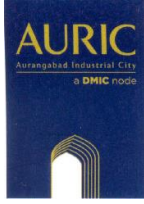


- e. All required qualification must be full time courses from the Government recognised university.
- f. After scrutiny of applications only short listed candidates will be called for interview. Date of interview will be communicated to the short listed candidate either through email and or on his / her mobile.
- g. The Selection Committee will conduct the interview of short listed candidates.
- h. Candidate must show original documents during interview.
- i. If some of the candidates have called, either do not turn-up for the interviews or are found ineligible on verification of their original documents or fail to produce relevant documents and hence do not qualify for the interview, it shall not prevent the Selection Committee from conducting the interviews of only the eligible candidates from amongst those called for the interview.
- j. If the candidates once called for the interview, fail to produce the original documents for verification or are found to have made false, incorrect, excessive, misleading claims in their application, on the basis of which they were called for the interview, they shall be liable to be debarred from appearing for interview or applying for any vacancy published by the AITL .
- k. Preference will be given to those with higher qualification and experience.
- l. Additional educational qualification and experience will be considered till the last date of submission of application.
- m. The selection committee reserves all the right to modify or change all the above mentioned criteria without any prior information.
- n. Management reserves the right to call or not to call any / all of the candidates who have responded against this advertisement or to cancel/postpone the entire process itself at any stage due to various administrative reasons.
- o. Name of selected candidate will be displayed on the website of the AITL.
- p. Applicant should be competent to work on the post.
- q. AITL has full rights to terminate his / her appointment without giving any prior notice, if he / she is not performing as per the professional standards.
- r. The decision of Managing Director regarding hiring of candidate amongst the selected candidates will be final.
- s. Selected candidates during the period of his/her employment will be required to serve at any location/office of AITL as directed by the management.
- t. Last date of receipt of Application on portal is **29.10.2021 till 5.00 pm**. Application received after the last date and time will not be considered.
- u. No T.A. / D.A. will be paid to candidate attending interview.
- v. Undue pressure on the selection Committee will be treated as malpractice and will be treated as disqualification for the post.
- w. Pay and allowances may vary as per the HR Policy made applicable.
- x. Selected Candidate should indemnify himself as required by the management.
- y. Candidate should have knowledge of Hindi, English and Marathi Language.
- z. Candidate having criminal background will not be held eligible for the post.



- aa.** Provisions of General Conduct will be applicable to the candidate as per the provisions of HR Policy made applicable.
- bb.** Details of Roles and responsibilities of the Company Secretary post are available on website of the AITL
- cc.** The selected candidate will be on probation for the period of six (6) months.
- dd.** The selected candidate has to sign Bond for five (5) years alongwith AITL at the time of joining the Organisation. For breach of any condition of the Bond, the selected candidate has to pay Rs. 1 Lakh Penalty.
- ee.** If the Selection Committee decides to take screen test of the Candidate, then there should not be any relaxation in education and experience.
- ff.** He / She has to follow the Covid – 19 protocol.
- gg.** Candidates are advised to visit News and Events section of website <https://www.auric.city> for regular updates & keep their e-mail ID active for future correspondence.
- hh.** In case of any query / clarification w.r.t. submission of applications, please contact on : 022 26879956 / email ID : [career@auric.city](mailto:career@auric.city) with specific subject “Advertisement No. AITL/2021/CS/1 – requesting clarification on the Vacancy for Company Secretary” . Queries with different subject and other than recruitment of Company Secretary post will not be entertained by the AITL.

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**Aurangabad Industrial Township Limited , Maharashtra Mumbai**

**APPLICATION FORM**

*(All fields in the forms are mandatory to be filled. An incomplete form submitted will be treated as rejected.)*

Attach  
photograph and  
sign across the  
photo

Exact Name of Position applied for:				
Name:				
Father's / Husband's Name:				
Date of Birth (DD/MM/YYYY):		Blood Group:	Gender:	
Marital Status:	Existing NHM (Yes/No)	Nationality:	Religion: Category:	Applying for which category

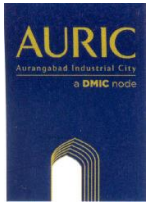
Address / Contact Details: (Name of the District and Pin code is compulsory)

Address (Present):	Address (Permanent): (Write Same if same as Present Address)
State:	State:
Pin:	Pin:
Contact No:	Contact No:
E-mail Id for Correspondence:	Alternate E-mail Id for Correspondence (If any):

Languages Known: (Write "Y" / "N")	English	Hindi	Marathi	Others (Please Specify below)

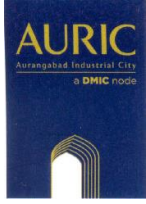
Academic / Professional Education Summary: (Starting from most recent)

Educational Qualification (Degree / Diploma)	From (DD/MM/YY)	To (DD/MM/YY)	Full time/Part time	University/ Institute	Specialization / Subjects	Final Year Percentage /C.G.P.Aout of Total Marks




**Work / Experience Summary: (Starting from current / most recent)**

<b>Sr. No.</b>	<b>From (DD/MM/YY)</b>	<b>To (DD/(MM/YY)</b>	<b>Organization</b>	<b>Type of organization (Govt. /Semi Govt. Private/Ngo)</b>	<b>Designation</b>	<b>Responsibilities (Min. 30 and Max. 50 Words)</b>
<b>Total Experience (In Years &amp; Months):</b>					<b>Relevant Experience to the post applied (In Years &amp; Months):</b>	
					<b>Notice Period/Joining Time (Days):</b>	



Name of the Organisation :	Aurangabad Industrial Township Limited.
Name of the Bank and Branch :	Bank of India, Chakala Branch, Mumbai
Account No. :	006720110000968
IFSC Code :	BKID0000067
Amount paid	Rs.1000/-
Reference No. of transaction :	

**Declaration:**

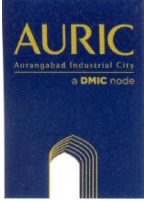
*I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue/false/incorrect or I do not satisfy the eligibility criteria my candidature will be cancelled, without assigning any reason thereof. I have read the content of the advertisement and agree to abide by the rules, regulations and procedures for appointment to the post applied for.*

Place: \_\_\_\_\_ Signature  
Date : \_\_\_\_\_ (Name of the Applicant)

**Disclaimer:**

The applicants are required to submit the duly filled application on or before the due date and time, failing which the application of the said applicant shall be treated as non-responsive. AITL shall not be responsible for late receipt or non-receipt of application/ s for any technical reason or whatsoever. The applications received after due date and time shall not be considered.





## DECLARATION FOR SMALL FAMILY

Shri / Smt ./Kum \_\_\_\_\_

son/ daughter/wife of Shri

\_\_\_\_\_

aged \_\_\_\_\_ years, resident of \_\_\_\_\_

\_\_\_\_\_

District \_\_\_\_\_ City \_\_\_\_\_

do hereby declare as follows :

1) That I have filled my application for the post

of \_\_\_\_\_

2) I have (Number) living children as on today. \_\_\_\_\_

Out of which No. of children born after 28 March - 2005 is

\_\_\_\_\_

**Date of Birth of children who born after 28 March – 2005**

\_\_\_\_\_

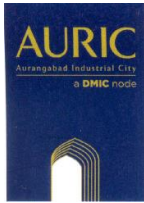
3) I am aware that , if any total No. of living children are more than two due to the children

born after 28 March - 2006 , I am liable to be disqualified for the same post .

Place

Date

(Signature)



### **Roles and Responsibilities of the CS Post in the AITL.**

- Preparation of Notice, Agenda and Minutes of (a) Board meetings, (b) Committee Meetings and (c) General meetings.
- Maintaining statutory registers and records as required under the Companies Act, 2013.
- Complying with various procedures under Companies Act, 2013 relating to increase in Authorised and paid-up Share Capital, appointment of Directors, Creation of Charges with MCA, convening Extra-ordinary General Meeting, etc., as and when required.
- Compliance of the Secretarial Standards applicable to the Company.
- Preparing forms to be filed with the MCA under the Companies Act, 2013.
- Registrations and Compliances of labour laws.
- Co - Ordinating with advocates on Land and company issues and brief the Managing Director.
- Providing information/ documents for secretarial audit and timely compliance of such paras.
- Reply to RTI's on issues except Finances.
- Visiting Registrar of Companies, Maharashtra, and Mumbai as and when required.
- Land allotment Committee meeting, Issue of Consent Letters, Surrender Letter and Lease/Sub-lease of the companies and any other matter related to Land Disposal Policy in coordination with the Town Planner.
- To perform as per the various provisions of Companies Act and all other statutory compliances related to functioning of the Company.
- Any other job assigned by the management from time to time as it deems fit.

-X-X-X-X-