

**Aurangabad Industrial Township Ltd**  
**Udyog Sarathi, MIDC, Mahakali Caves road, Marol Industrial Area, Andheri (E)**  
**Mumbai 400093.**

**Walk- In Interview- 06<sup>th</sup> March, 2018 11:00 am to 12.00pm**

**Job Description- Company Secretary (CS)**

Aurangabad Industrial Township Ltd, a special purpose vehicle formed implementing the DMIC project at Shendra Bidkin near Aurangabad, requires a dynamic professional for the above post Applications are invited from eligible candidates for the following post-

S r. n o.	Name of Post	Gr ad e	Qualifications	Pay Scale and Allowance Total Amount	Total Posts	Avail -able post s
1	Company Secretary	A	1- Member of the Institute of company Secretary (and who also holds a degree of LLB is preferred) 2- A minimum 4 years of experience is required. Out of the total experience 1 year experience will be a preferred if in Government undertaking or PSU a key position.	65,000/- +TA/ DA as per applicable rules. (CTC)	1	1

**General Conditions**

1-Walk in interviews will be conducted on 6<sup>th</sup> March, 2018 from 11:00 am onwards. The desired applicants should report at sharp 10:00 am at the below mentioned address-

**“General Manager (DMIC) office, MIDC HQ, Udyog Sarathi, Mahakali Caves Road, Andheri (E) Mumbai-400093”.**

**The interview time would be 11:00 am to 12:00 pm.**

2-Attested copies required

3- The age limit of the candidate should be below 40 years on the date of interview.

4-Qualification should be from recognized university/Institute.

5-Candidate should have good language proficiency over English & Marathi.

6- All candidates should have basic knowledge of working in Computers, MS Office and relevant Specialized Software.

7-The candidate is required to work out of Mumbai and Aurangabad Offices.

8-AITL reserves the right to cancel/restrict/enlarge/modify/alter the requirements/recruitment process advertised, if need so arise, without issuing any further notice or assigning any reason thereto.

9-Candidates are informed that mere submission of Applications and apparently fulfilling criteria as prescribed in the advertisement would not bestow on him/her right to be called for interview/ considered for selection process.

10-AITL shall not be responsible for any loss of registration slip/ communication letters sent, due to invalid/ wrong e-mail-id/ wrong postal address/ postal delays/ loss in transit etc.

11-Candidates against whom a criminal case is pending in a court of law need not apply.

12-Only Indian Nationals are eligible to apply.

Managing Director  
Aurangabad Industrial Township Ltd.