

NOTIFICATION FOR APPOINTMENT OF COMPANY SECRETARY

Telangana Mineral Development Corporation Limited (TGMDC), a Government of Telangana undertaking engaged in mineral exploration, mining, and development activities, invites applications from eligible and qualified candidates for the post of Company Secretary on nomination basis.

1. Post: Company Secretary

2. Number of Posts: 01 (One)

3. Pay Scale: Rs.40,000/- per month plus fees for filing at various Offices, on submission of receipts/bills

4. Essential Qualifications:

Candidate must be a qualified Company Secretary (ACS) from the Institute of Company Secretaries of India (ICSI).

Candidates with additional qualifications such as LLB or CA will be given preference.

5. Experience:

Minimum 5 years of post-qualification experience in a reputed organization or Public Sector Undertaking (PSU).

Experience in corporate governance, regulatory compliance, board secretarial work, and knowledge of Companies Act, 2013 is essential.

Preference will be given to candidates with experience in mining, infrastructure, or similar sectors.

6. Age Limit: Not exceeding 45 years as on the date of notification.

7. Job Profile:

To ensure compliance with statutory and regulatory requirements under the Companies Act and other applicable laws.

To manage secretarial and corporate legal functions, convene board meetings, prepare minutes, maintain statutory registers and records.

To advise the Board and senior management on corporate governance practices.

Liaison with regulatory authorities such as ROC, MCA, SEBI, and others.

8. How to Apply: Eligible candidates may submit their applications along with copies of educational qualifications, experience certificates, and other supporting documents to the Vice Chairman & Managing Director, TGMDC, Hyderabad or via email to [mdcltd @ telangana.gov.in](mailto:mdcltd@telangana.gov.in) on or before 13.06.2025, 5:00 pm.

9. Selection Process: Shortlisted candidates will be called for an interview. No TA/DA will be provided for attending the interview.