

Haryana State Roads and Bridges Development Corporation Ltd.
(A State Government Undertaking)
Bays No. 13-14, Sector-2, Panchkula Ph: 0172-2585265

No. **665** /HSRDC

Dated: **04.02.2019**

WALK-IN-INTERVIEW

Walk-in-interview for engaging the services of

- i) One Company Secretary (appointment is need based, preference shall be given to the applicant having the knowledge of secretarial matters, computer and drafting in English as well as in Hindi languages).
- ii) One Accounts Officer on contract basis, preference shall be given to retired Govt. employee from Haryana State / Corporation / Board.

Date of Interview: 21.02.2019 Time: 10:30 AM

Venue: HSRDC Office, Bays No. 13-14, Sector-2, Panchkula

For further details of qualification, experience, salary etc. please visit our website
www.hsrdc.org.in (Mail ID - mdhsrdc@yahoo.co.in and pwd-mdhsrdc@hry.nic.in)


DGM-III, HSRDC



Haryana State Roads and Bridges Development Corporation Ltd.

(A State Government Undertaking)

Bays No. 13-14, Sector-2, Panchkula

Ph: 0172-2585265

Engagement of Company Secretary - One Post

Work expectations, qualifications and experience required for appointment of Company Secretary for Haryana State Roads and Bridges Development Corporation Limited.

Job Expectations

To work as Company Secretary and any other job as per requirement of Haryana State Roads and Bridges Development Corporation Limited.

Qualifications & Experience

The candidate must be a member of the Institute of Company Secretaries of India (ICS) have at least 2 years experience as Company Secretary. The preference shall be given to the applicant having the knowledge of secretarial matters computer and drafting in English as well as in Hindi languages.

Monthly Charges

The emoluments will be paid as per negotiated by appropriate committee constituted for the purpose.

Period of appointment

Appointment is need based. Services can be dispensed with / discontinued without any notice by Employer. The candidates who gets selected and in case they do not join the HSRDC or do not serve for minimum 6 months shall be black listed for 2 years.

Mode of Selection

Selection will be made through Walk-in-interview to be held on the date and venue as below. The candidate should bring all original testimonials.

Date of interview : 21.02.2019

Time : 10:30 AM

Venue : O/o Executive Director,
Haryana State Roads & Bridges Development Corporation,
Bays No. 13-14, Sector-2, Panchkula.



Haryana State Roads and Bridges Development Corporation Ltd.

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Bays No. 13-14, Sector-2, Panchkula Ph: 0172-258526

Engagement of Accounts Officer - One post

Work expectations, qualifications and experience required for appointment of Accounts Officer for Haryana State Roads and Bridges Development Corporation Limited.

Job Expectations

To work as Accounts Officer and any other job as per requirement of Haryana State Road and Bridges Development Corporation Limited.

Qualifications & Experience

The candidate must have at least 10 years experience as Accounts Officer / Senior Auditor who **worked and retired** from Corporation / Department / Boards of Haryana Government. The preference shall be given to those candidates having the knowledge of computer in tally accounting system as well as preparation of balance sheet, Tax Audit Returns & Income Tax Returns etc. alongwith commercial accounting, noting and drafting on any subject related in accounts matter, in English as well as in Hindi languages.

Monthly Charges

The emoluments will be paid as per Haryana Govt. instructions of retired employees.

Period of appointment

Appointment is need based. Services can be dispensed with / discontinued without any notice by Employer.

Mode of Selection

Selection will be made through Walk-in-interview to be held on the date and venue as below. The candidate should bring all original testimonials.

Date of interview : 21.02.2019

Time : 10:30 AM

Venue : O/o Executive Director,
Haryana State Roads & Bridges Development Corporation,
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