

**PUNJAB STATE FOREST DEV. CORPORATION LIMITED**

Office: Managing Director, Forest Complex, Sector-68,

Sahibzada Ajit Singh Nagar (Mohali)

Tel. 0172-2298007, e-mail: mdpsfdc@gmail.com

Website: <https://punfocorp.com>**Engagement of a Company/Firm of Company Secretaries on Retainership Basis**

Applications are invited for engagement of dynamic, experienced and motivated professional Company Secretary/Firm of Company Secretary of repute in PSFDC Ltd. (A Govt. of Punjab Undertaking) on retainership basis.

Eligibility/Educational Qualification: The Firm must have listed with The Institute of Company Secretary of India. New Delhi and must have prior experience in the following areas:

1. Convening of Board of Directors Meeting/ Annual General Meeting/ Extra ordinary General Meeting and other Compliance under Companies Act.
2. Preparation and Maintenance of Statutory Registers, Various forms and other documents are required under Companies Act.
3. Presentation of Annual Statement and Annual Report of the Company and filing of the same with ROC in (XBRL format) etc.
4. Preparation of Board Report and filing of Balance Sheet of a Company having turnover of Rs. 100 cr. Or profit of Rs. 3 cr or more.
5. Compliance with provision of Companies Act, 2013 & other applicable .
6. Any other work assigned duty by the Management from time to time.
7. The Candidate having prior experience in CPSU/SPSU as Company Secretary may be preferred.

The Firm must have 5 years of post-qualification experience before 31.03.2025.

Mandays Required:- 15 mandays in a month.

It is further informed that shortlisted Firm will be invited for presentation of PSFDC in the office of the Managing Director, Punjab State Forest Development Corporation Ltd, Forest Complex, Sector-68, SAS Nagar, Punjab. The Date of the presentation will be informed to the shortlisted firms by email

only.

The complete proposal indicating profile of the Company, Registration of firm with Institute of Company Secretaries of India (ICSI), New Delhi, strength of the Company and the proposal for supporting PSFDC for the proposed work along with quoted remuneration should reach the Managing Director, Punjab State Forest Development Corporation Ltd, Forest Complex, Sector-68, SAS Nagar, Mohali (Punjab)-160062 within 14 days of publication of this advertisement.

The Punjab State Forest Development Corporation Ltd. reserves the right for modification/ cancellation of acceptance/rejection of any proposal, without assigning reason which is not liable to be contested.

PRAVEEN KUMAR IFS
MANAGING DIRECTOR

02-05-2025