

DELHI SC/ST/OBC/MINORITIES & HANDICAPPED FINANCIAL & DEVELOPMENT
CORPORATION
(GOVERNMENT OF NCT OF DELHI UNDERTAKING)
AMBEDKAR BHAWAN, SECTOR-16, ROHINI, DELHI-110089

F.No.

Dated:02.05.2025

NOTICE

The Corporation, an undertaking of Govt. of NCT of Delhi, intends to fill up one post of Company Secretary purely on contractual basis on a fixed consolidated remuneration of Rs.80,000/- per month initially for a period of one year subject to review of his/her performance time to time.

The details of qualifications as per the approved RRs by the Board of Director of DSFDC is given as under:

1. Age Limit- 40-45 years
2. Consolidated salary-Rs.80,000/- per month (fixed)
3. Educational Qualification
 - a) Associate member of the Institute of Company Secretaries.
 - b) Three years post qualification experience as Company Secretary in a Govt./Reputed organization of in Central/State PSU or any private Company.

Desirable

An associate member of Institute of Chartered Accountant of India or Degree in Law/ICWA/FCA.
Knowledge of tally software.

The appointing Authority shall have the right to modify/change any of the criteria at its sole discretion.

The eligible incumbents should send their applications alongwith (self Attested) testimonials within 15 days(working days) from the issue of the notice to the [Email-dsfdcpersonal@gmail.com](mailto:dsfdcpersonal@gmail.com). No application will be entertain after due date.

MANAGING DIRECTOR