

No.MSSU/2023-24/Proposal/1132

Date : 29<sup>th</sup> November 2023

**Subject: Expression of Interest and Financial Proposal for working as  
a Company Secretary**

Maharashtra State Skills University (MSSU), a pioneering institution in skill development, invites expressions of interest from qualified and experienced Company Secretaries individuals to form and work at the proposed Special Purpose Vehicle Company to be formed under MSSU.

**Background:**

MSSU is committed to fostering skill development and vocational education in the state of Maharashtra. As it continues to grow, we recognize the importance of a skilled and dedicated Company Secretary to contribute to the effective governance and compliance of the proposed SPV Company under the Companies Act, 2013

**Scope of Work:**

The selected Company Secretary will be responsible for, but not limited to:

- Formation of the company and all formalities regarding registration and related paperwork and liasoning.
- Ensuring compliance with statutory and regulatory requirements.
- Maintaining records, registers, and other documents in accordance with applicable laws.
- Organizing and managing board and committee meetings.
- Advising the board on corporate governance matters.
- Liaising with regulatory authorities and stakeholders.
- Overseeing the preparation and submission of required documents and reports.
- Provide expert consultation to Board of Directors in the matters of legal, finance, HR and other operational matters.

**Eligibility Criteria:**

- Member of the Institute of Company Secretaries of India/Member of the Institute of Chartered Secretaries of London/ Member of the Institute of Chartered Accountants of India/ Member of the Institute of Cost and Works Accountants of India
- >= 10 years of relevant experience.
- In-depth knowledge of corporate governance, statutory compliance, and company law.
- Excellent communication and interpersonal skills.
- Proven track record of handling corporate secretarial functions.
- Experience in areas related to skills, entrepreneurship and startups is desirable.
- Experience in formation of company is highly desirable.

**Submission Guidelines:**

Interested individuals or firms are invited to submit their Expression of Interest (EOI) and Financial Proposal in a sealed envelope marked "Company Secretary EOI" by [mention deadline] to the following address:

Maharashtra State Skills University, 1st Floor, Elphinstone Technical High School, Opp. Metro Shop, Mumbai – 400001

The envelope should contain the following documents:

- Cover letter expressing interest and highlighting relevant experience.
- Detailed resume, experience certificates and academic qualifications.
- Quotation for the provision of services in the following format-

Component	Amount
Name Application*	
Incorporation fees for authorised capital of 1,00,000 shares*	
Professional Fees	
<b>Total</b>	

\*as per Government Norms

**Selection Process:**

Shortlisted candidates may be invited for an interview. MSSU reserves the right to reject any or all applications without assigning any reason thereof.

For inquiries or additional information, please contact at [hr@mssu.ac.in](mailto:hr@mssu.ac.in).

  
yc Registrar

Maharashtra State Skills University