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दि. ०७/१२/२०२३

 Pune Mahanagar Parivahan Mahamandal Ltd			
PMT Building, Swargate, Pune-411 037 Phone : 020-24503204, Website : www.pmpml.org			
APPLICATION FOR COMPANY SECRETARY (Pay band 44900-142400)			
PMPML - Company came in existence on 19/10/2007 & caters its Bus Services to the Pune City and plays pivotal role in providing affordable and convenient Public Transport Service that help the people reach any nook and corner in and around PMC, PCMC & PMRDA area.			
Eligibility Criteria			
Sr.	Qualification	Age	Experience
1	1) Bachelor in any discipline from recognized university. 2) Must be an Associate member of Company Secretaries of India (ACS). 3) Preference will be given to LLM, LLB candidates.	1) Open category candidates should be not more than 38 years of age as on dtd.07/12/2023. 2) Backward class candidates should be not more than 43 years of age as on dtd.07/12/2023.	1) 4 to 5 years of experience as Company Secretary. 2) Preference will be given to candidate having experience of public transport service.
Note : Advertisement no. 2/2022, dtd. 19/07/2022 is cancelled vide office order no. 2615 dtd. 06/12/2023. For more details, refer our website given below www.pmpml.org Incomplete application shall be rejected.			
Advt no. 1- Admin-2023 Date : 07/12/2023		sd/- (Dr. Sanjay Kolte, IAS) Chairman & Managing Director Pune Mahanagar Parivahan Mahamandal Ltd.	

General Conditions

1	Name of the post	Company Secretary (Pay band 44900-142400)
2	Sanctioned post	1 (One)
3	Social reservation	Isolated post (One post)
4	Education Qualification	1) Bachelor in any discipline from recognized university. 2) Must be an Associate member of Company Secretaries of India (ACS) 3) Preference will be give to LLM, LLB candidates.
5	Age limit	1) Open category candidates should be not more than 38 years of age as on dtd.07/12/2023. 2) Backward class candidates should be not more than 43 years old as on dtd. 07/12/2023.
6	Experience	1) 4-5 years of experience as Company Secretary. 2) Preference will be given to candidate having experience of Public transport service.
7	Other	1) Candidate wishing to apply for the said post must make sure that duly completed Application, enclosed with true copies of relevant certificates should reach on the following address on or before dt.22/12/2023 during the office hours from 10.00 am to 5.45 pm (excluding holidays.) 2) Address for correspondence - The Chairman & Managing Director, PMT building, Pune Mahanagar Parivahan Mahamandal Ltd, Shankar Sheth Road, Swaraget, Pune – 411037 3) Application received after dtd. 22/12/2023 will not be entertained whatsoever reason may be. 4) Incomplete Application shall be rejected. 5) Note : Advertisement no. 2/2022, dtd. 19/07/2022 has been cancelled vide office order no. 2615, dtd.06/12/2023.

Sd/-
(Dr. Sanjay Kolte, IAS)
Chairman & Managing Director
Pune Mahanagar Parivahan
mahamandal Ltd.

PUNE MAHANAGAR PARIVAHAN MAHAMANDAL LIMITED

APPLICATION FORMAT

1	Name of the post						
2	Name of the Candidate						
3	Father/Husband's Name						
4	Date of Birth						
5	Permanent Address						
6	Address of Correspondence						
7	Mobile No						
8	E-Mail Adress						
9	Age as on 07/ 12 /2023	Year		Month		Day	
10	Details of Education	Graduate	Post Graduate	L.L.M.	L.L.B.	ACS	Other
11	a)Year of Passing						
	b)Name of University						
	c) Subject						
12	1) Details of Service- (work Place)	1		2		3	
	2)Name of the Post						
	3)Date of Appoinment						
	4)Total Years of Experience						
13	Other						

I hereby declare that the particular's furnished above are true. I understand that my candidature will be cancelled if information found to be false or incorrect.

Date

Signature of candidate

Place

Name