



शबरी आदिवासी वित्त व विकास महामंडळ मर्यादित, नाशिक-४२२००२

रजि. ऑफीस - "आदिवासी विकास भवन", ३ रा मजला, राम गणेश गडकरी चौक, जुना आग्रा रोड,
नाशिक-२

दुरध्वनी - (०२५३) २३१५८६०,

Web-www.mahashabari.in

E-mail- shabarinsk@gmail.com



जा.क्र.शआविम/प्रकल्प/प्रशा/२९६५/२०२६

नाशिक-२ दिनांक - २२/०९/२०२६

जाहिरात

शबरी आदिवासी वित्त व विकास महामंडळ मर्या., मुख्य कार्यालय नाशिक येथे तात्पुरत्या स्वरूपात मानधन (Honorarium) तत्वावर कंपनी सचिव नियुक्त करावयाचे आहे.

अ.क्र.	पदाचे नाव	पदांची संख्या
१	कंपनी सचिव	०१

इच्छुक उमेदवारांनी सदर पदाची अपेक्षित अर्हता, अनुभव व अर्जाचा नमुना याबाबतची विस्तृत माहिती <https://www.mahashabari.in> या संकेतस्थळावर "नवीन बातम्या" अंतर्गत "जाहिरात- शबरी आदिवासी वित्त व विकास महामंडळ मर्या., मुख्य कार्यालय नाशिक येथे मानधन (Honorarium) तत्वावर कंपनी सचिव नियुक्त करणेबाबत" यावर अधिकची माहिती उपलब्ध करून घेऊन वरील पत्त्यावर बंद लिफाफ्यामध्ये तांत्रिक व दरपत्रकांचा लिफाफा दि.०९/१०/२०२६ पर्यंत सादर करण्यात यावा.

Leena B. Bawad

(लीना बनसोड, भा.प्र.से)

व्यवस्थापकीय संचालक

शबरी आदिवासी वित्त व विकास महामंडळ मर्या.,

नाशिक-२



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परिशिष्ट - अ

अ.क्र.	तपशिल	
१	दरपत्रक धारकाचे नाव	
२	संपूर्ण पत्ता	
३	दूरध्वनी / भमणध्वनी क्रमांक	
४	ई-मेल	
५	कंपनी सचिव नोंदणी प्रमाणपत्र	
६	पॅन क्रमांक	
७	अनुभव	

ठिकाण :

दिनांक :

निविदाधरकाची सही नाव, हुद्दा व सिल



शबरी आदिवासी वित्त व विकास महामंडळ मर्यादित, नाशिक-४२२००२

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परिशिष्ट - ब

अ.क्र.	तपशिल	रक्कम रु. (सर्वकरासह)
१	दरपत्रक धारकाचे नाव	
२	संपूर्ण पत्ता	
३	दूरध्वनी / भमणध्वनी क्रमांक	
४	ई-मेल	
५	शबरी आदिवासी वित्त व विकास महामंडळ मर्या., नाशिक चे कंपनी सचिव यांचे सेवा व सल्ला देण्यासाठी चे मानधन दरमहा	
६	महामंडळाच्या वार्षिक ताळेबंदाची माहिती ROC कडे AOC-४ XBRL व MGT-७ Form मध्ये सादर करणे (दर प्रति वर्षाकरीता)	
७	कंपनी कायद्यानुसार इतर कामकाज	

ठिकाण :

दिनांक :

निविदाधरकाची सही नाव, हुद्दा व सिल



शबरी आदिवासी वित्त व विकास महामंडळ मर्यादित, नाशिक-४२२००२

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Terms and Condition

The Company Secretary shall undertake the following duties and responsibilities for **Shabari Adivasi Vitta Va Vikas Mahamandal Marya., Nashik:**

1. Attendance at Head Office

The Company Secretary shall attend the Head Office of Shabari Adivasi Vitta Va Vikas Mahamandal Marya., Nashik, at least once every week, preferably on Monday, and additionally as and when required in connection with Company Secretarial, statutory compliance and corporate law matters.

2. Compliance with Applicable Laws and Secretarial Standards

The Company Secretary shall ensure compliance with the provisions of the Companies Act, 2013, rules made thereunder, applicable laws, regulations, notifications and circulars, and the applicable Secretarial Standards issued by the Institute of Company Secretaries of India (ICSI) and approved by the Central Government.

3. Advice to the Board and Management

The Company Secretary shall advise and assist the Board of Directors, Chairman, Managing Director/Chief Executive Officer and other officers of the Company regarding their powers, duties and responsibilities under the Companies Act, 2013 and other applicable laws.

4. Board, Committee and General Meetings

The Company Secretary shall facilitate and attend meetings of the Board of Directors, Committees of the Board, Annual General Meeting (AGM) and other General Meetings of the Company, as and when required.

5. Notices, Agenda, Resolutions and Minutes

The Company Secretary shall prepare and/or assist in preparing notices, agenda, explanatory statements, attendance records, resolutions and minutes of meetings of the Board of Directors, Committees of the Board, General Meetings and other meetings as may be required.

6. Statutory Registers and Corporate Records

The Company Secretary shall maintain, update and ensure proper custody of all statutory registers, records and corporate documents required under applicable law, including the Register of Members/Shareholders, Register of Directors and other applicable statutory registers, minutes books, resolutions, certificates and related records.

7. Appointment, Resignation, Retirement and Other Director-related Matters

The Company Secretary shall undertake necessary statutory and procedural compliances relating to the appointment, admission, resignation, retirement, re-appointment, cessation, change in designation

and other matters concerning Directors and Key Managerial Personnel (KMP), including applicable ROC filings.

8. Retirement / Resignation / Cessation of Director

The Company Secretary shall:

- Guide the Company regarding the applicable provisions of the Companies Act, 2013 and rules made thereunder relating to retirement, resignation or cessation of a Director.
- Verify the relevant documents and advise on the procedure to be followed.
- Prepare and/or assist in preparing the necessary notices, resolutions, minutes and statutory documents.
- Guide the Company regarding filing of prescribed forms and returns with the ROC, wherever applicable.
- Ensure that the statutory registers and corporate records are updated accordingly.

9. Appointment / Admission of Director

The Company Secretary shall:

- Provide guidance regarding the appointment of a new Director in accordance with the Companies Act, 2013 and applicable rules.
- Verify the eligibility, consent, declarations and other documents required from the proposed Director.
- Assist in preparing the necessary Board/General Meeting resolutions and related documents.
- Guide the Company regarding filing of applicable forms with the ROC within the prescribed time.
- Ensure appropriate updating of statutory registers, records and other corporate documents.

10. DIN and Director-related Statutory Compliance

The Company Secretary shall assist in obtaining Director Identification Numbers (DIN) and undertake related statutory and procedural compliances concerning the Directors of the Company.

11. Share Capital and Membership

The Company Secretary shall advise and undertake necessary statutory and procedural compliances relating to the Company's share capital and membership records, including issue, allotment, transfer, transmission, consolidation, subdivision, alteration and other applicable matters.

12. Allotment of Shares

The Company Secretary shall undertake and complete the necessary procedural and statutory compliances relating to the allotment of shares, including preparation of relevant resolutions, statutory records and applicable filings.

13. Share Transfer and Share Certificates

The Company Secretary shall undertake procedural and statutory compliance relating to transfer and transmission of shares, issue of share certificates and other matters concerning the Company's share capital.

14. Directors' Report and Annual Documents

The Company Secretary shall prepare and/or assist in preparing the Directors' Report, Annual Report and other related documents in accordance with the applicable provisions of the Companies Act, 2013 and rules made thereunder.

15. Annual Filings and XBRL Filing

The Company Secretary shall prepare and file the Balance Sheet, Annual Return and other applicable statutory documents with the Registrar of Companies (ROC) within the prescribed time limits.

The necessary statutory fees and charges for XBRL filing of the Annual Balance Sheet shall be borne and paid by **Shabari Mahamandal**.

16. ROC / MCA and Other Statutory Filings

The Company Secretary shall prepare and submit various statutory forms, returns, applications, documents and other filings required to be filed with the Registrar of Companies (ROC), Ministry of Corporate Affairs (MCA) and other competent authorities within the prescribed time limits.

17. Statutory Compliance Calendar and Monitoring

The Company Secretary shall maintain an appropriate statutory compliance calendar and monitor due dates for applicable forms, returns, statements, applications and other statutory requirements. Any delay, default or potential non-compliance shall be brought to the notice of the competent authority/Board for necessary corrective action.

18. Compliance Report to the Board

The Company Secretary shall report to the Board of Directors regarding compliance with the Companies Act, 2013, rules made thereunder and other applicable corporate laws and shall bring to the notice of the Board any non-compliance, statutory default or matter requiring corrective action.

19. Corporate Governance and Board Processes

The Company Secretary shall assist the Board of Directors in ensuring good corporate governance practices, proper Board processes, transparency and accountability, including monitoring implementation of Board resolutions and completion of consequential statutory actions within the prescribed period.

20. Statutory and Regulatory Updates

The Company Secretary shall keep the Company and its Board of Directors informed about amendments, notifications, circulars, rules and changes in applicable Company Law and other relevant statutory requirements and shall advise on the actions required for compliance.

21. Legal and Regulatory Correspondence

The Company Secretary shall examine notices, communications, orders and correspondence received from statutory and regulatory authorities relating to Company Law and secretarial matters and advise the Company regarding appropriate action and compliance.

22. Regulatory and Government Authorities

The Company Secretary shall represent and correspond, as may be required, with the Registrar of Companies (ROC), Ministry of Corporate Affairs (MCA), Regional Director, National Company Law

Tribunal (NCLT) and other statutory, regulatory and Government authorities in connection with Company Secretarial and corporate law matters.

23. Guidance Regarding CSR Policy

The Company Secretary shall:

- Guide the Company regarding the applicable provisions of the Companies Act, 2013 and rules relating to Corporate Social Responsibility (CSR).
- Advise on the applicability of CSR provisions to the Company, wherever applicable.
- Provide guidance in formulating, reviewing and updating the CSR Policy in accordance with applicable statutory provisions.
- Guide the Company regarding the constitution, functions and responsibilities of the CSR Committee, wherever applicable.
- Advise regarding identification, selection and implementation of eligible CSR activities.
- Guide regarding maintenance of necessary records, disclosures, reporting and statutory compliance relating to CSR.
- Provide professional guidance on CSR-related resolutions, reports, disclosures and other documents as may be required.

24. Other Statutory and Secretarial Compliance

The Company Secretary shall undertake such other statutory, regulatory and secretarial compliances as may be applicable to the Company from time to time under the Companies Act, 2013, rules made thereunder and other applicable laws.

25. Other Secretarial Assignments

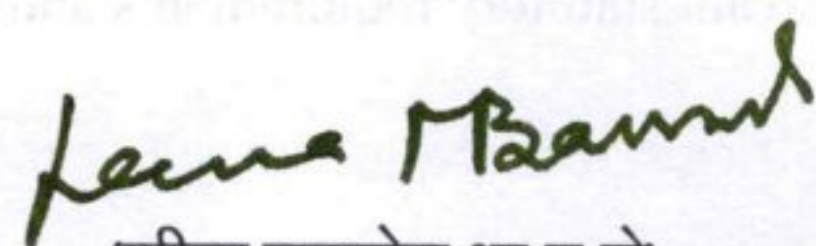
The Company Secretary shall undertake any other work or assignment of a secretarial, corporate law or compliance nature entrusted by the Board of Directors, Managing Director/Chief Executive Officer or Competent Authority, which is incidental or connected with the functions of a Company Secretary.

26. General Secretarial Support

The Company Secretary shall provide necessary secretarial advice on matters incidental to the above assignments, keep the Company informed about relevant changes in applicable laws and provide necessary guidance for timely statutory compliance and proper maintenance of corporate records.

Applicability

The above services shall be carried out in accordance with the applicable provisions of the **Companies Act, 2013, rules made thereunder, Secretarial Standards, notifications, circulars, orders and other applicable laws, regulations and statutory requirements**, as amended or applicable from time to time.


(लीना बनसोड, भा.प्र.से)

व्यवस्थापकीय संचालक

शबरी आदिवासी वित्त व विकास महामंडळ मर्या.,

नाशिक-२