

ARSS DEVELOPERS LIMITED

Regd. Office: Plot No-38, Sector-A, Zone-D, Mancheswar Industrial Estate Bhubaneswar- 751010
Tel: - 0674 2588552, 2588554, Fax: - 0674 2585074,
E-mail:- cs@arssgroup.in. arss.developers@gmail.com

ARSS Developers Limited is a construction and development company in the state of Odisha at Bhubaneswar. Applications are invited from Indian nationals for filling up one post of Company Secretary on regular basis as per the following details:

S. No.	Name of the Posts	Total No. of Posts	Maximum Age
1	Company Secretary	1	Below 40 years

Location: Bhubaneswar

Qualifications & Experience:

1. Company Secretary:

Essential: Should be a Member of the Institute of Company Secretaries of India (ICSI) with at least 5 years' experience of Secretarial Work in a well- organized establishment.

ALLOWANCES & BENEFITS: As per industry and rules of the Company.

GENERAL CONDITIONS:

1. Only Indian Nationals need to apply. Mere submission of application will not entail any right for claiming Appointment.
2. In order to regulate the number of candidates to be called for the test and/or interview, if so required, the Management reserves the right to raise the minimum eligibility standards/criteria.
3. Merely meeting the above qualifications and experience shall not make a candidate eligible for interview, only short-listed candidates will be notified for Test and/or interview.

Interested candidate meeting the above criteria may send their updated resume and application to the company. Name of the post applied for should be mentioned. The application should contain one recent passport size photograph, self-attested copy of proof of age, educational Certificate, experience certificate. Applications must be forwarded to the company through Post or Courier/E-Mail Service.

Applications must reach:

ARSS Developers Limited, Director, Plot No-38, Sector-A, Zone-D, Mancheswar Industrial Estate Bhubaneswar- 751010, Tel: - 0674 2588552, 2588554, Fax: - 0674 2585074

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