



Office of Managing Director
Lucknow City Transport Services Limited
Charbagh Bus Terminal, Charbagh, Lucknow.
Email: mdlctsl2012@gmail.com

Ref: 1717/LCT/25-VACANCY/25

Date: 29-04-2025

Details for the post of Company Secretary

Lucknow City Transport Services Limited (LCTSL) is looking for Company Secretary as per given details below:

S. No.	Name of the Post	No. of Posts	Qualification	Experience
1.	Company Secretary	01	<p>The incumbent should be a member of Institute of Company Secretaries of India and should be Post graduate in any discipline from a recognized university/institute</p> <p>*Preference will be given to the candidates having full time LLB from a university recognized by the Bar Council of India.</p>	<p>Minimum 7 years experience as a Company Secretary.</p> <p>* Preference will be given to the candidates having at least 4 years of experience as a Company Secretary in any State Government Company (SGC)/Special Purpose Vehicle (SPV)with minimum paid-up capital of Rs. 1,00,00,00,000Also preference will be given to those who know Hindi typing and are well versed in Hindi language.</p>

Interested candidates may download the application form by visiting the website www.lctsl.co.in. The completed form, along with all necessary documents and certificates, must be sent to the email id **career.lctsl@gmail.com**, latest by **9th May, 2025 till 04:00 pm**. The candidate must satisfy the minimum educational qualification, experience required against the post and having good academic record.

Terms and Conditions:

- Maximum age 35 years as on the date 31.01.2025.
- Only shortlisted candidates will be called for interview for which no TA/DA will be paid. List of short-listed candidates with date and venue of interview shall be published on the official website of the Company. LCTSL, MD reserves the right to accept or reject any of the applications without assigning any reasons thereof.



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3. Documents/certificates to be forwarded with application.
4. Candidates are required to forward the duly self-attested photocopies of the following documents/certificates along with the application for initial screening. Verification of Original Documents will be done at the time of personal interview: (i) Date of Birth (DoB) proof: (a) X Std. Passing Certificate indicating Date of Birth OR (b) School Leaving Certificate. (ii) All Certificates/Mark Sheets for each year/semester in support of Educational/Technical/Professional Qualification, as prescribed. (iii) Membership of institute of Company Secretaries of India (iv) Relevant experience certificates clearly indicating the period and nature of experience in chronological order. (v) Any one of the ID proof viz. Voter's ID/Aadhar Card/valid driving License/Passport/PAN Card. (vi) Applications of candidates working in Central/State Government/PSUs/Aided Institutions should be routed through proper channel. (vii) Two passport size photograph.
5. Candidates are advised to forward clear and legible documents/certificates to avoid rejection at screening stage. Forwarded documents will be subjected to further verification with the original documents at the time of interview, if called for.
6. The candidates appearing for the interview should invariably carry with them the following at the time of reporting for Personal Interview for verification. Non production of original documents will debar the candidate from appearing for the interview.
7. The selection process would comprise of various shortlisting and selection tools like Application screening, personal interviews, etc. All the candidates claiming to fulfil requisite eligibility criteria will be advised to upload the supporting documents. Basic scrutiny of the application and uploaded documents, merit list will be prepared and shortlisted candidates will be called for Interview(s). Candidates must secure minimum qualifying marks in each of the applicable selection process stages i.e. Interview (s) to be considered for further selection process. A category-wise merit list will be drawn for all the candidates who qualify in all the applicable stages & offer of appointment would be as per the category & discipline-wise vacancies available.
9. Before forwarding the application form, the candidate must ensure that she/he fulfills all the required eligibility criteria for the post of Company Secretary. If the candidate is not eligible, her/his candidature will be cancelled at any stage of the recruitment process. If the candidate qualifies in the selection process and subsequently, it is found that she/he does not fulfill the eligibility criteria, her/his candidature will be cancelled and if appointed, services will be terminated without any notice or compensation.
10. Applications which are not in conformity with the requirement indicated in the advertisement will be rejected. No correspondence shall be entertained from unsuccessful candidates.



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11. Practicing Company Secretary experience will not be considered, only filed form (DIR-12) will be considered for counting of experience.

12. The remuneration will be based on last drawn salary and will be negotiable.

* LCTSL reserves the right to cancel/restrict/enlarge/modify/alter the recruitment process, if need so arises, without issuing any further notice or assigning any reason thereof. LCTSL reserves the right not to select a candidate for a post, if suitable candidate is not found.

Role & Responsibilities:

- Ensuring Company's Corporate Governance and other statutory and legal compliances related matters.
- Establishing and driving implementation of Corporate Governance norms to ensure transparency in all operations.
- Ensuring timely compliance in matters related to issuance of shares, its transfer, transmission etc., & up to date maintenance of records relating to shareholdings & other statutory records prescribed under the Companies Act 2013.
- Conducting periodic and timely Board meetings, Committee meetings, Annual General Meetings and all formalities preceding and succeeding such meetings.
- Signing of corporate documents, attending to corporate notices and correspondences, representing the organization in dealings with external parties
- Handling Secretarial Audit & Corporate Governance Audit under Companies Act, 2013.
- Having an oversight of secretarial work.
- Handling legal issues with empaneled advocates and vetting of agreement.
- Drafting of Minutes in Hindi/English language.
- Filing of forms on MCA before due-dates.

**For Lucknow City Transport
Services Limited**


(R.K. Tripathi)
Managing Director



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**Application form
for the post of Company Secretary**

Affix your recent
photograph here

1. Personal Details

Full Name	First Name	Middle Name	Surname
Address for correspondence			
Permanent Address			
District		Pin code	
Mobile No.		E-mail ID	
Date of Birth		Age	
Gender		Marital Status	

2. Educational Details

Sr.No.	Course Name	Specialization	Percentage
1	SSC		
2	HSC		
3	Graduation		
4	Post-Graduation		
5	L.L.B.		
6	Any other Professional Qualification		

3. Other Details

Are you associate or fellow member of the institute of company secretaries of India Established and incorporated under the Companies secretaries Act 1956?	Yes/No
Do you have NOC from present Employer	Yes/No
Mention the details, if Candidate is facing police inquiry/outstanding court Matter or punishment if any	

4. Whether completed any Training course, Certifications, Professional accreditations etc.

Sr.No.	Name of Training course, Certification, Professional accreditations, etc.	Duration of course	Year/Month of completion

5. Language Known

Language	Read	Speak	Write
English			
Hindi			
Other, _____			

Declaration

I solemnly declare that all the particulars furnished in this application are true and correct to the best of my knowledge and belief. I clearly understand that any misstatement of fact contained herein or willful concealment of any material fact will render me liable to appropriate action as may be decided by the company.

Place _____

Date _____

Signature _____