



Bihar State Road Development Corporation Limited

(A Govt. Of Bihar Undertaking)

Registered Office: Central mechanical Workshop Campus, Near Airport, Sheikhpura, Patna-800014

Tel: 0612- 2226711/2226711

Expression of Interest

For Appointment of Secretarial Auditor for F.Y.-2014-15

Bihar State Road Development Corporation Ltd. proposes to appoint a Practising Company Secretary/Firm to conduct the Secretarial Audit for the financial year 2014-15 in terms of the provisions of Section 204 of the Companies Act, 2013 and Rule 9 of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014. The guideline for selection of a Practising Company Secretary as a Secretarial Auditor is given herein below:

1. The candidate shall possess a Certificate of Practice from the Institute of Company Secretaries of India.
2. He/she should have at least 5 years of post-qualification experience either in practice or in employment or both.
3. He/she should have Headquarter/Branch Office in Patna.

The Secretarial Audit shall be conducted in accordance with Section 204 of the Companies Act, 2013 and applicable guidelines issued by ICSI from time to time. The Secretarial Audit shall be conducted at the Head Office of the Company which is situated Bihar State Road Development Corporation Ltd., Central Mechanical Workshop Campus (RCD), Near Patna Airport, Sheikhpura, Patna- 800014.


Notes:-

1. Applications are invited from the eligible Practising Company Secretaries/Firms in the specified format which is available on the company's website: www.bsrddl.bih.nic.in under link "Notice Board."
2. Applications should reach the Company on or before 13.07.2015, 03:00 pm at the address stated herein below:

The Managing Director,

Bihar State Road Development Corporation Ltd.,
Central Mechanical Workshop Campus (RCD),
Near Patna Airport, Sheikhpura,
Patna-800014.

3. Necessary documentary evidence must be submitted along with the application in support of the information furnished by you.
4. For further information, kindly visit the Company's website at www.bsrddl.bih.nic.in, or contact Mr. Chitrasen Kumar, Mob: +91 94734 00317.
5. The Management reserves the right to select a candidate/firm based on the criteria as mentioned and their decision shall be final.
6. While sending the application, the applicant should write "EOI for Secretarial Audit" on the envelope.


(Ajay Kumar Singh)
Dy. General Manager

"connecting people... connecting lives"

Annexure

Affix
Passport
size photo

- a. Name of the Practising Company Secretary/Firm:
- b. Address:
- c. Membership Number:
- d. Certificate of Practice Number:
- e. Telephone & Mobile No., Fax no., e-mail id, website:
- f. Date of Incorporation/Registration of Audit Firm:
- g. Total Experience as on 31.05.2015:
- h. Number of years of practice as on 31.05.2015:
- i. Experience (in detail):
- j. Income Tax PAN No:
- k. Service Tax Registration No:
- l. Secretarial Audit Fees (all inclusive) expected.
- m. Quotation of fee: INR_____

Date:

Name & Signature

Handwritten:
A2 4/6/15