



# Bangalore Turf Club Limited

Bangalore Turf Club Limited, a premium thoroughbred racing Club of India, invites applications for the post of Company Secretary.

The aspirant candidate should be a Member of the Institute of Company Secretaries of India, New Delhi having a minimum work experience of 15 - 20 years in the field of Secretarial, Legal, Administration, Finance and Accounts and should have worked for a company having minimum business turnover of Rs. 750 crores on the date of application.

Number of vacancies: 1

Key Responsibilities:

- Support all Corporate/Secretarial documentation including Meeting Notices, Agendas, Resolutions of Meetings of the Board/Committee Meetings etc.
- Conduct AGM and EGM, maintenance of Statutory Registers, coordinating with Central/State Government, internal and statutory auditors and lawyers on record.

Work experience from a thoroughbred racing field and a degree in Law and C.A is desirable.

The candidate should be below 50 yrs of age on the date of application.

Remuneration is not a constraint to the right candidate.

Please send your application on or before 20<sup>th</sup> November, 2018 to [secbtc@yahoo.com](mailto:secbtc@yahoo.com) or to Company Secretary & Chief Financial Officer, Bangalore Turf Club Limited, Race Course Road, Bangalore-560001

**For Bangalore Turf Club Limited**

**Sd/-**

**Company Secretary & Chief Financial Officer**