

No.: KSCL/2020-21/ 596

Date: 15/01/2021

**Attention Qualified Company Secretary**

Kota Smart City Limited (KSCL) requires services of qualified Company Secretary on contract basis for one year. Criteria for company secretary shall be as under: -

1) Qualification:

- The incumbent should be graduate in any discipline from a recognized university/institute and an Associate/Fellow member of the Institute of Company Secretaries of India.

2) Experience:

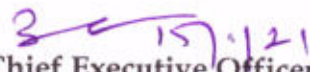
- Should have experience as company secretary for at least 3 years.
- Previous experience of working in company (Engaged in infrastructure works) may be an added advantage.

3) Salary:

Negotiable.

The Position of Company Secretary will be based at Kota Parameters, target profile and responsibilities of Company Secretary is enclosed herewith.

Interested candidates may submit their resume in sealed cover physically or online to the office of Chief Executive Officer, Kota Smart City Limited, Rajeev Gandhi Bhawan, Dusshera Ground, Kota before 30.01.2021. The E-mail Id of Kota Smart City Limited is "ksclkota@gmail.com".

  
Chief Executive Officer  
KSCL, Kota

Copy forwarded to following for information and wide publicity: -

1. Sh. Rahul Jain, Chairperson Kota Chapter of Institute of Company Secretary of India, 382, Sector-B, Talwandi Kota Pin-324005. E-mail Address "kota@icsi.edu"

  
Addl. Chief Executive Officer  
KSCL, Kota

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Parameters

Description

- Advises the company on arbitration, negotiation and conciliation in commercial disputes between various parties and prepare draft wherever required.
- Ensure that the MIS reports are submitted in a timely manner.

Target Profile

Functional/ technical knowledge and experience

- Thorough knowledge of Indian Companies Act 2013 and its rules and regulations.
- Basic knowledge and understanding of Indian Accounting standards.
- Knowledge of relevant acts such as taxation, arbitration, environment and labours.
- Working knowledge of Computers and operations.

Responsibilities

- Prepare and file various statutory returns and reports and ensure adherence to all secretarial compliances including the compliances specified under Companies Act, 2013 and other relevant acts such as taxations.
- Convene and organize the Annual General Meeting, the Board of Directors meetings, the Executive Committee Meetings, the Extra Ordinary General Meetings including preparation of the notice as well as the circulation of the agenda and preparation of draft minutes of the meeting.
- Ensure all meetings are convened as per norms and statutory guidelines.
- Ensure accurate and timely recording of approved minutes of meetings convened and conducted, including the AGM, the EGM and the BOD.
- Ensure and monitor overall compliance with laws and regulations and act as Compliance Officer for Companies Act before the Board of Directors of SPV.
- Maintain and update all statutory records and registers.
- Finalize the department budget and obtain approval / sanction for the same.
- Ensure timely response to audit paras.



**Chief Executive Officer**  
**KSCL, Kota**