



**TAPI RIVERFRONT DEVELOPMENT CORPORATION LTD.**

**Office Address:** Room No. 117, City Engineer Special Cell Gordhandas Chokhawala Marg, Muglisara,  
Surat – 395003

**Purely on Contractual Basis Recruitment Notice**

**NOTICE: INVITING APPLICATION FROM INDIVIDUAL PROFESSIONALS**

Tapi Riverfront Development Corporation Ltd. hereby invites Online Applications from Individual professionals for the following position purely (on contractual basis) for 11 months:

Sr. No.	Name of Position	No. of Post
1	Company Secretary (CS)	01

For further details about the position and **to apply online** interested candidates shall visit on [www.suratmunicipal.gov.in](http://www.suratmunicipal.gov.in) and [www.suratmartcity.com](http://www.suratmartcity.com) websites. Last date and time for submission of online applications on above mentioned websites is **28.03.2022, 2022 till 5:00 PM.**

TRFDCL/OUT/NO. 03  
Date: 09/03/2022

**-SD-**  
**Director**  
**Tapi Riverfront Development Corporation Ltd.**

Tapi Riverfront Development Corporation Ltd. hereby invites Online Applications from Individual professionals for the following position purely (on contractual basis) for 11 months:

**Position:** Company Secretary (CS)

**No. of Post:** 01 (One)

**Type of Appointment:** Contractual appointment for 11 months

**Qualification & Experience:**

- I. Company Secretary approved by The Institute of Company Secretary of India
- II. Minimum 3 Years of post -qualification (CS) relevant experience of dealing with legal and regulatory matters of the company and good knowledge of Companies Act.

**Roles & responsibilities:**

The Company Secretary is primarily responsible for all statutory compliances of Tapi Riverfront Development Corporation Ltd. (TRFDCL). The broad roles and responsibilities of the Company Secretary shall cover but are not limited to the following activities:

- Ensure compliance of the provisions of Companies Law and rules made there-under and other statutes and bye-laws of the company.
- Ensure that business of the company is conducted in accordance with its objects as contained in its memorandum of association.
- Ensure that affairs of the company are managed in accordance with its objects contained in the articles of association and the provisions of the Companies Law.
- Prepare agenda, arrange and communicate date, time and venue of all meetings of TRFDCL including Board meeting, HR, Project, Audit, etc. committees and prepare minutes of meetings. Timely prepare and share board of directors & various committee resolutions as per required format with the concerned personnel & maintain all committee resolutions date wise.
- Prepare and file various documents/returns as required such as copy of various resolutions on prescribed form (MCA/RoC) within the specified time period.
- Prepare and update (as and when required) TRFDCL SOP, keep up to date record of directors, GMs, DGMs and other management executives and accordingly update on MCA website.
- Arrange with and to call and hold meetings of the board and to prepare a correct record of proceedings. Attend the board meetings in order to ensure that the legal requirements are fulfilled, and provide such information as are necessary.

- Prepare, in consultation with the chairman/director, the agenda and other documents for the general meetings.
- Arrange with the consultation of chairman/director the annual and extraordinary general meetings of the company and to attend such meetings in order to ensure compliance with the legal requirements and to make correct record thereof.
- Carry out all matters concerned with the allotment of shares, and issuance of share certificates including maintenance of statutory Share Register and conducting the appropriate activities connected with share transfers.
- Prepare, approve, sign and seal agreements, legal forms, and other official documents on the company's behalf, when authorized by the board of the directors or the executive responsible.
- Advice, in conjunctions with the company's solicitors, the chief executive or other executive, in respect of the legal matters, as required.
- Engage legal advisors and defend the rights of the company in Courts of Law
- Maintain custody of the seal of the company and various registers such as transfer of shares, directors and other officers (KMP), directors' shareholding, contracts, minute books, etc.
- Any other task that may be assigned from time to time by Management of the company.

**Compensation:**

- **Rs. 40,000/- to Rs. 70,000/- fixed per month** considering the educational qualification/ working experience & performance of the candidate during the personal interview.

**Last date to apply:** Applications received till **28.03.2022 by 5:00PM** will only be considered for further evaluation

**Procedure to apply:**

- Fill online application form from SMC websites
- Enter application form details and upload photo/documents
- Accept declaration and submit completely filled application form