

JOB DESCRIPTION FOR COMPANY SECRETARY ON 11 MONTHS CONTRACT

Educational Qualification:

- CS having membership of Institute of Company Secretaries of India. Company Secretary with Bachelor/ Master Degree in Law is preferable.

Age limit- Less than 40 (as on 30.09.2023)

Experience: At least 07 years' post qualification experience as on 30.09.2023 in any Public/Private Limited Company or Govt./ Public Sector Organization as Company Secretary.

Job Description:

- Preparing & Conducting board meeting, general meetings, preparing agenda and minutes, Liaising with various statutory bodies.
- All secretarial functions as requires under the Companies Act.
- Coordination with ROC and secretarial activities.
- Must have good communication skills.
- Liaising with external regulators and advisers, such as lawyers and auditors...etc
- Must be having legal exposure for drafting, vetting of legal documents, agreements, and contracts of the organization.
- Government Companies experience is preferable.
- Drafting and circulation of Resolutions accordance with Rule and Provisions under Companies Act.
- Maintaining and act as the custodian of statutory registers and secretarial records.
- As per requirement of Companies Act, collecting disclosures, consents etc. from the Directors and submit before the Board.
- Drafting and vetting various kind of legal documents such as Leave and License Agreement, Service Agreement, Memorandum of Understanding, Vendor Agreements, Settlement Deed and their addendum. Monitoring of Legal obligation to the company.
- Interpretation of Law, Rules, Regulations as well as agreements. Ensuring their enforceability to safeguard the interest of the Company.
- Co-ordination with Advocates/ Councils on behalf of the Company in respect of court cases.
- Well versed with Arbitration proceedings and also represent the company in Arbitration.
- Providing legal advices and make recommendation to Management thereof.
- Co-ordination with Statutory Auditor, Internal Auditor etc. regarding Secretarial Compliances.
- Co-ordination with Internal Auditor for conducting and concluding Internal Audit Assignment.

- Preparing MIS and/or any other necessary data as required by Statutory Auditor, Internal Auditor or Company as related to Companies Act.
- Preparing and submission of various E-forms for intimation/ approval to ROC/ Central Government on timely manner.
- Manage various compliances through Registrar, Transfer Agent etc. related to Shares of Company. Manage reconciliation of Share Capital and all other tasks related to securities of the Company.
- Manage the Secretarial/ Compliance Audit.
- Assist in developing a corporate and social sustainability framework.
- Liaising and co-ordination with various statutory bodies like Registrar of Companies, other Government Department etc. regarding secretarial matters
- Liaising with external regulators and advisers such as lawyers, auditors etc. regarding secretarial matters.
- Handling of ROC compliances applicable to company under the Companies Act 1956/2013.
- Preparing Annual Report and Annual Return of the company and filling it with ROC on timely manner.
- Vetting of Legal Documents, Agreements and contracts of the company.
- Any other secretarial work related to the Company

Above mentioned list is inclusive and not exhaustive so as to have various statutory compliances related to Companies Act on timely and efficiently manner

- **Fix Remuneration: Per Month Rs.80,000/- (Tax will be applicable as per income tax rules)**
- **Tenure: 11 Months contract.**

Other conditions:

- Candidates applying online & meeting educational qualification & experience criteria would only be called for written test and / or personal interview after scrutiny of the applications.
- In case the number of applications received are less than or equal to 20, then the candidates will be directly called for personal interview. If more than 20 applications are received than management will decide the further recruitment process.
- At the time of Personal Interview, candidates will be required to furnish all the original documentary proofs.
- Subject to qualifying minimum eligibility criteria and successful verification of documentary proofs, the candidates will be allowed to appear in Personal interview.
- **Submitting application cannot be claimed as job. GIL has sole right to cancel the recruitment at any stage.**