

Job description for the post of “COMPANY SECRETARY”

Company Profile

India International Convention & Exhibition Centre Ltd has been incorporated as a Special Purpose Vehicle (SPV) for the implementation and development of the project with 100% equity from Government through Department of Industrial Policy and Promotion. It is a flagship project of the Government of India with an aim to develop a state-of-the-art Exhibition & Convention Facility in Sector-25, Dwarka, Delhi. Envisioned as a “World Class”, transit oriented, mixed use district, it would be one of the largest facility of its kind in India and Asia.

The Exhibition Industry has not grown in tandem with the economic expansion and urban development of the city. In the absence of a world class exhibition and conference facilities, India has not been benefitted from the potential benefits of MICE Market and its share in the Global as well as Asian market is very small. In order to capitalize on this vast market potential and to drive India’s industry and associate with programmes such as Make in India, promote tourism & trade and commerce activities, the Department of Industrial Policy & Promotion (DPIIT) has taken an initiative to develop a State of the Art Exhibition and Convention Centre at New Delhi. NICDC is acting as the knowledge partner for development of this International Convention & Exhibition Centre at Dwarka, New Delhi.

Development of the IICC and supporting components is expected to help increase this share and bring New Delhi in the league of Shanghai, Hong Kong and Singapore in the sphere of exhibition market.

Project Objectives:

- To create a state-of-the-art, Exhibition and Convention Centre for India.
- To cater to all Government and private sector events to address the niche Meetings, Conferences, Exhibitions space availability in the country.

Job Description

(1). Secretarial functions:

- To ensure compliance of the provisions of Companies Act, DPE guidelines as well as compliance of Government of India guidelines/orders.
- To handle Board, Committee & General Meetings and implement the decisions taken by the Board/Committee/Members.
- To carry out all matters concerned with the allotment of shares, maintenance of Statutory Records and Registers.
- To prepare, approve, sign and seal agreements leases, legal forms, and other official documents on the company’s behalf, when authorised by the board of the directors or the executive responsible.
- To provide legal input and advice on implementation of various policies and rules etc, handle legal matters of the Company and to advise Management appropriately on legal agreements and contracts, whenever required by coordinating and maintaining good relations with various internal and external bodies including statutory authorities, Government agencies etc.

- To supervise the process of managing activities relating to any legal disputes against the Company.
- Keep abreast of changes in Company Law requirements.
- Any other tasks as assigned by the Management from time to time.

(2). Legal obligations of secretary:

- Filing of various documents/returns as required under the provisions of the Companies Law and other legislations.
- Proper maintenance of books and registers of the company as required under the provisions of the Companies Law.
- To issue notice and agenda of Board meetings to every director of the company and of the general meetings to the shareholders.
- To record and keep the minutes of the proceedings of the meetings of the directors.

Eligibility:

- **Nationality/Citizenship:** Candidate must be a Citizen of India.
- **Age:** Not more than 35 years of age as on the date of advertisement.
Relaxation in upper age limit admissible for the following categories;
 - Scheduled Caste/Scheduled Tribe candidate by 5 years
 - Other Backward Classes by 3 years
 - Person with disability up to 10 years
 - Ex- Servicemen- as per Govt of India directives.

Age of superannuation is 60 years.

- **Educational Qualification:**

Essential: Bachelor's Degree from a recognised University and should be an Associate/ Fellow Membership of Institute of Company Secretaries of India.

Desirable: LLB/CA/ICWA shall be an added advantage. Preference will be given to a candidate who has the experience of working in a Government/PSU setup.

Experience: Minimum 05 years of post-qualification experience with Secretarial responsibilities.

Knowledge and Skills:

- Must possess strong domain knowledge and understanding of Corporate Laws, Corporate Governance, contract laws, registration, stamping, FEMA etc.
- Drafting of various agreements and contracts of the Company.
- Skills in organising resources and establishing priorities.
- Analytical reasoning and decision-making ability.
- Ability to foster collaborative work environment in a multi-cultural and multi-ethnic environment.

- Strong interpersonal skills and the ability to work effectively with wide range of constituents in a diverse community.
- Ability to communicate effectively, both orally and in writing.

General Conditions:

1. Mere fulfilling the terms and conditions, requirement/qualifications will not vest any right on the candidates to be called for Interview.
2. All qualifications should be recognised by UGC/AICTE/AIU(GoI)
3. Additional weightage may be given to candidates having additional relevant qualifications.
4. Candidates, who are presently employed in Private Sector/ Banks/NBFCs & other institutions, must spell out clearly that his/her designation and scale in his present organisation is equivalent to or above of that mentioned above. These candidates are required to submit a copy of the Organisation Structure and pay scale of the present employment (duly signed by the candidate) to justify their eligibility for a particular post, in the absence of which the application shall not be considered.
5. Appointment shall be subject to Service and Conduct Rules of the Company as may be framed from time to time.
6. The Company takes no responsibility for any postal delay. Application received after due date shall be summarily rejected.
7. The Company has the right to reject any application/candidature without assigning any reason and the decision of the Company shall be final.
8. Canvassing in any form will be a disqualification.
9. Any changes/modifications in the advertisement will be placed on the Company's website only. Candidates applying for the post are advised to visit the websites regularly.
10. Communication shall be sent at the Present Address mentioned by the Candidate in the application form.
11. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material facts, his/her candidature will stand cancelled. If any of this shortcoming is/are detected even after appointment, his/her services are liable to be terminated.
12. ICC reserves the right to conduct a written examination in case the number of application received from eligible candidates is high. The details of written examination, if any, shall be communicated to the candidates in advance and candidates have to make their own arrangements. Interviews of shortlisted candidates will be at New Delhi only. Candidates will have to make their own arrangements for travel and stay.
13. In case of suitable deserving cases, Company reserves the right to raise/modify the eligibility criteria in minimum educational qualification and/or minimum work experience.
14. Self- Attested photocopies of all certificates/testimonials are to be provided with the application form including:
 - a. Educational/Professional Certificates (right from Class Xth to the latest)
 - b. Experience Certificates (including Appointment & Relieving letters of all previous employers)
 - c. Caste Certificate (in case of SC/ST and OBC)
 - d. Certificate of Ex- Servicemen (incase)
 - e. Copy of last drawn Salary, etc.

No certificate in original is required to be attached with the application. DPIIT/ ICC shall not be responsible for misplacement of such certificates.

15. Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Delhi.

Selection Process:

- The qualified incumbents may be taken under the payroll of “India International Convention And Exhibition Centre Limited”. Joining will be on immediate basis after selection.
- A Selection Committee will be constituted to shortlist, interview and recommend the candidate.

Scale of Pay:

Rs. 80,000-2,20,000/- (IDA)

Grade: E5

HOW TO APPLY

Resumes and duly filled application forms can be sent by post/ courier/ hand delivery at the following communication address, which should reach on or before **31st August, 2023 at 18:00 HRS.** No application shall be entertained under any circumstances after the stipulated date. Incomplete applications are liable to be **REJECTED.**

Registered Office:

DEPARTMENT FOR PROMOTION OF INDUSTRIAL AND INTERNAL TRADE

452 A, Ministry of Commerce & Industry

Udyog Bhawan, New Delhi-110011.

Address for communication:

“Application for the post of Company Secretary (CS)”

To,

The Managing Director

India International Convention & Exhibition Centre Ltd

Tower-1, 08th Floor, Jeevan Bharti Building, Connaught Place, New Delhi-110001

Phone: 011-23718881

Email: jobs@nicdc.in

Disclaimer: The Selection Committee reserves the right to close or cancel the current process without any prior intimation.