

<i>Job Description - Company secretary</i>	
Position	<ul style="list-style-type: none"> • Company secretary
Position Purpose	<ul style="list-style-type: none"> • Responsible for due diligence with respect to compliance with secretarial, legal and other statutory laws, Compliance & maintenance of corporate records/ books/ registers & provide administrative support and guidance to company management
Role & Responsibilities	<ul style="list-style-type: none"> • Due diligence with respect to compliance with secretarial, legal and other banks/ PSU related laws • Organise board meetings & audit meetings. • Draft and finalize notices, replies under the Negotiable Instruments Act, Insolvency & Bankruptcy Code, Arbitration etc. • Vetting and drafting letters for MOU, MOA, AOA, contracts/agreements etc • Advice company for complying with applicable Corporate Governance • Preparing Annual Report and Annexures, • Handling Secretarial Audit, Corporate Governance Audit, Statutory Audit etc. • Reporting impact analysis of various circular & regulations of bank board, • Managing annual general meeting, Board meetings/ Committee meetings/ General Meetings/ Postal Ballot • Presentation of various updates/ amendments/ new regulation to the Board and management related to regulators and implementation thereof. • Timely filing applicable forms/ returns and applications by or on behalf of the company as per standards from RBI, FEMA, DGFT, DIPP etc. • Custodian of board MOM. • Maintaining MIS and providing regular update to the Management.
Job Specific skills	<ul style="list-style-type: none"> • Strong analytical & leadership skills, • Strong interpersonal, Drafting, verbal, Communication and Writing skills in English, • Strong knowledge of e-filing on Government and other portals, • Strong people management skills
Educational Qualification	CS Professional
Minimum Experience	Minimum 6-9 years of experience as full-time professional CS.
CTC offered	Compensation will not be a limiting factor for the right candidate and will be discussed on case-to-case basis. Incentive program are available for achievers and leaders.
Location of posting	GIFT City, Gandhinagar (Gujarat) The candidate may be deputed to work with team(s) with the organization / any subsidiary of the parent organization if and as deemed necessary.