

| <i>Job Description - Company secretary</i> | |
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| 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. |