

Job Description

Company Secretary

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1	Name of Position	Company Secretary
2	Reports to	Chief Executive Officer and the Board of Directors
3	Location	Pune
4	Tenure	Full time, on Contractual basis (11 months), extendable to one year based on performance.
5	Target Profile	Functional/ Technical Knowledge and Experience <ul style="list-style-type: none"> • Through knowledge of Indian Companies Act 2013 and its rules and regulations • Basic knowledge and understanding of Indian Accounting standards and other relevant accounting standards • Knowledge of relevant acts such as taxation, arbitration, environment and labors. • Working knowledge of Computers and operations
6	Responsibilities	<ul style="list-style-type: none"> • Prepare and file various statutory returns and reports and ensure adherence to all secretarial compliances including the compliances specified under Companies Act 2013 and other relevant acts such as taxations: • Convene and organize the Annual General Meeting, the Board of Directors Meeting, The Executive Committee Meetings, other Committee meetings, the Extra Ordinary General Meetings including preparation of the notice as well as the circulation of the agenda and preparation of draft minutes of the meeting. • Ensure all meetings are convened as per norms and statutory guidelines • Ensure accurate and timely recording of approved minutes of meetings convened and conducted, including the AGM, the EGM and the BOD. • Ensure and monitor overall compliance with laws and regulations and act as Compliance Officer for companies Act before the Board of Directors of SPV. • Maintain and update all statutory records and registers • Finalize the department budget and obtain approval/ sanction for the same. • Ensure timely response to audit paras and Parliamentary/ legislative questions/ RTI Questions • Advises the company on arbitration, negotiation and conciliation in commercial disputes between various parties and prepare draft wherever required • Ensure that the MIs reports are submitted in a timely manner • Carry out all matters concerned with the allotment of shares, and issuance of share certificates including maintenance of

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		<p>statutory share register and conducting the appropriate activities connected with share transfers.</p> <ul style="list-style-type: none"> • CEO have the authority to add/delete roles & responsibility of CS
7	Eligible Age	<ul style="list-style-type: none"> • The incumbent should be and an adult not more than 65 years of age
8	Qualification & Experience	<p>Essential Qualification & Experience</p> <ul style="list-style-type: none"> • The incumbent should be graduate in any discipline from a recognized university/ institute • An Associate member of Company Secretaries of India. • Must have 5 years of work experience in Corporate Sector Finance/ accounts. <p>Desirable Qualification & Experience</p> <ul style="list-style-type: none"> • Additionally LLB/LLM degree from a recognized Institute or university will be an added advantage. • Previous experience in working in Infrastructure Company will be an added advantage. • Should have experience as Company Secretary in similar sized organizations for at least 1 year. • Fluency in Local language
9	Salary	Rs 75,000- Rs 1,00,000 per month, depending upon the basis of relevant qualification & Experience.