



GUJARAT PORT AND LOGISTICS COMPANY LIMITED

CIN [U63010GJ2020PLC112471](#)

[GSFC, Fertilizernagar Vadodara & GIFT City, Gandhinagar](#)

APPLICATIONS ARE INVITED FOR CONTRACTUAL POSITIONS

Gujarat Port and Logistics Company Limited (GPLCL), a subsidiary of the Gujarat State Fertilizers & Chemicals Limited, is engaged in developing logistics facilities and related infrastructure across the state of Gujarat. We invite applications from experienced professionals for the following positions on a contractual basis:

- Chief Executive Officer
- Chief Finance Officer
- Company Secretary
- Business Development Coordinator
- Digital Projects
- Land Coordinator

Interested candidates are encouraged to apply by visiting the "**Career Section**" of <https://gmbports.org/careers>. Alternatively, you may send your application along with your CV to gplcl@gmbports.in with subject line: Application for Position of "Position Applied for" - "Name of Applicant". Example: *Application for Position of Chief Executive Officer - Your Complete Name*. Applications must be submitted on or before **30/05/2025**.

JOB TITLE	Company Secretary
GRADE	Manager/Assistant Manager
LOCATION	Corporate Office (Gandhinagar, Gujarat / Vadodara, Gujarat)
REPORTING TO	CEO, BOD of GPLCL
AGE	25-35 years

JOB OBJECTIVE:

Responsible for overseeing secretarial functions under the Companies Act, 2013, and associated rules, regulations, and guidelines, as well as other applicable corporate laws. The role involves ensuring compliance with all applicable laws, maintaining corporate governance standards, organizing Board of Directors (BOD) and committee meetings, Annual General Meetings (AGMs), and managing court-related matters involving mergers, demergers, and capital reductions. Additionally, the Company Secretary will handle secretarial issuances, manage existing shareholder relations, and liaise with investor advisory firms.

PRIMARY RESPONSIBILITIES:

- Manage company law and secretarial matters for various group companies and assist in legal matters and compliance for all stakeholders.
- Prepare agendas and minutes for Board/Committee meetings, AGMs/EGMs, circular resolutions, and CSR meetings; coordinate with shareholders on disclosures and corporate representations.
- Prepare registers and maintain records as per the Companies Act, 2013, and other applicable statutes, serving as custodian for these documents.
- Ensure event-based and time-based compliances under the Companies Act, 2013, and related corporate laws, rules, and regulations, including secretarial standards.
- Interact with statutory, cost, internal, group, and global auditors regarding audits, data, and disclosures, including their appointments and re-appointments.
- Oversee the incorporation of companies.
- Assist in corporate transactions, including joint ventures, mergers, acquisitions, and related legal documentation.
- File statutory forms and returns with ROC, RBI, and other authorities within stipulated time limits.

OTHER RESPONSIBILITIES:

- Advise on good governance practices and compliance with corporate governance norms.
- Update records on global software for secretarial and financial records and manage compliance under various software systems.
- Assist in drafting and reviewing legal documents, including concession agreements, due diligence reports, contracts, and commercial documents.

- Prepare summary notes and important provisions of agreements and manage key legal obligations.
- Assist in legal disputes, prepare cases for opinions, and liaise with advocates and counsels.

KEY/ TECHNICAL AREAS OF EXPERTISE:

- Sound knowledge of company law, rules, and various corporate laws and acts.
- Strong verbal and written communication skills.
- Strong presentation and documentation abilities.
- Experience handling queries from statutory regulatory authorities.
- Analytical and problem-solving skills.

**DESIRED
QUALIFICATIONS
AND EXPERIENCE**

- Graduate in any discipline and qualified Company Secretary from ICSI. LLB is desirable.
- Minimum 5+ years of post-qualification experience as a company secretary in either the public or private sector.