

<b>Position</b>	Whole-time Company Secretary
<b>Employment</b>	Contractual for a period of 5 Years
<b>Remuneration</b>	Commensurate with experience and qualification and will be at par with industry standards
<b>Experience</b>	<b>5+ years of experience after the completion of CS including 3+ years of experience working with the organization having 100 Cr. authorized capital</b>
<b>Qualification</b>	Must be a Member of the ICSI <b>(Preference will be given to those having more qualifications in addition to membership of ICSI)</b>

### **Job Description**

- Company Secretary (CS) is a Key Managerial Position that holds the primary responsibility of ensuring the companies are 100% compliant. The position is a key role in managing the company's governance and reputation risk.
- Work as the Company Secretary of the Company and handle statutory compliance thereof.
- To handle Secretarial department independently.
- Coordination with internal and external stakeholders.
- Conducting secretarial due diligence of the companies.
- Drafting/preparation of Board and Committee Notes, Notice, Minutes, Circular Resolutions, General Meeting Notice, Directors Report etc.
- Convening and conduct the Companies AGM/EGM, Board Meeting, Committee Meetings.
- Responsible for general law compliance of the company.
- Filing of various forms, Intimations, returns with MCA, as may be required under the Company's act.
- Handling Merger/Amalgamation formalities as per business requirement.
- Well versed with offer and issue of securities viz Rights Issue and Private Placement offer.
- Maintenance of statutory registers and records of the Company as per the requirement of Companies Act 2013.
- Applying / updating DIN, DSC and ensuring timely renewals.
- Preparing disclosure and declaration for directors and KMP. Preparing disclosure and declaration for directors and KMP.