

Position	Whole-time Company Secretary
Employment	Initial Contractual Period of 3 Years. Thereafter, renewal based on individual's performance and organization's requirement.
Remuneration	Consolidated remuneration in the range of Rs. 80000/- to Rs. 100000/- per month based on the experience and qualification
Experience	Atleast 5+ years of experience and preference will be given to those with exposure to legal matters, infrastructure related aspects and government related entity.
Age	Max. 38 years (As on 31st October, 2026)
Qualification	Must be a Member of the ICSI (Preference will be given to those having more qualifications in addition to that of the Company Secretary)

Job Description
<ul style="list-style-type: none"> • 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 compliance of applicable laws and communication with various stakeholders. • Work as the Company Secretary of the Company and handle statutory compliance thereof. • Handle Secretarial and Legal department of the Company independently. • Handle secretarial, due diligence, compliance and all other secretarial work of other companies of the Gujarat Maritime Board (GMB) • Coordination and communication with internal and external stakeholders. • Conducting secretarial due diligence of various companies as may be required from time to time. • Drafting/preparation of Board and Committee Agenda and other Notes, Notice, Minutes, Circular Resolutions, General Meeting Notice, Directors Report, other legal writing, documentation etc. • Convening and conduct the Companies AGM/EGM, Board Meeting, Committee Meetings. • Responsible for general compliance of the applicable laws of the Company. • Filling of various forms, intimations, returns with MCA, as may be required under the Companies Act and other laws. • Handling Merger/Amalgamation/Corporate Restructuring formalities as per requirement from time to time. • Handling offer and issue of securities viz Rights Issue and Private Placement offer etc. • Maintenance of statutory registers and records of the Company as per the requirement of Companies Act 2013 and other laws. • Advising the management of the Company on various aspects of the Companies Act, governance, securities laws and corporate laws. • Preparing all applicable documentation, disclosure for the Company and its stakeholders as per the Companies Act and other laws. • Any other professional work as may be assigned by the management of the Company from time to time.