

<b>Position</b>	Associate Company Secretary- Manager/ Deputy Manager Level
<b>Educational Qualifications</b>	<p><b>Essential :</b></p> <ul style="list-style-type: none"> <li>• Must be Qualified CS from ICSI.</li> </ul> <p><b>Desired :</b></p> <ul style="list-style-type: none"> <li>• LLB.</li> <li>• MBA/PGDM (Finance) from any reputed institute.</li> </ul>
<b>Experience</b>	<p><b>Essential :</b></p> <ul style="list-style-type: none"> <li>• Minimum 12 years' experience in secretarial operation out of which at least for 5 years at a decision making level in secretarial activities in a medium size company.</li> <li>• Candidates with experience in the Govt. companies/ undertakings would be given preference</li> </ul>
<b>Age</b>	Up to 45 years
<b>CTC</b>	Rs. 11 Lakhs (approx.) per Annum
<b>Reporting to</b>	Company Secretary
<b>Job Roles and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Should be conversant with the latest amendments / enactments of various Statutes</li> <li>• To assist the Company Secretary in the conduct of various meetings as per Companies Act., like Board Meeting, General Meeting, Audit Committee meeting, CSR Committee Meeting, Creditors Meeting and independently prepare their Minutes.</li> <li>• To do various correspondences with the Board Members, Govt. Banks, ROC, NCLT etc.</li> <li>• To ensure timely submission of various e-forms as per various Statutes</li> <li>• Maintenance of various records as per various Statutes</li> <li>• To handle queries under the RTI Act. and to submit various returns on time</li> <li>• Maintain registers, filing with Register of companies and other regulatory bodies.</li> <li>• Deal with statutory internal special audit in respect of Company Law and Company affairs.</li> <li>• To provide necessary advice to the Management on various Statutes as and when sought</li> <li>• To manage the entire secretarial activities in absence of the Company Secretary</li> <li>• Any other jobs assigned by the Management as and when required</li> </ul>