

NATIONAL INDUSTRIAL CORRIDOR DEVELOPMENT CORPORATION LIMITED

Job description for the post of 'Company Secretary' at General Manager Level

COMPANY PROFILE

National Industrial Corridor project envisions to create a strong economic base with globally competitive environment and state of the art infrastructure to activate local commerce, enhance foreign investments and attain sustainable developments.

The project is conceived to develop a Global Manufacturing, Investment Destination Hub and Smart Cities with the best in-class infrastructure. The concept of formation of Industrial Corridors has been envisaged on the backbone of major transportation corridors like Eastern & Western Dedicated Freight Corridors and some of the recently announced freight corridors i.e. East West, East Coast and North South, Expressways and National Highways, proximity to ports, airports, etc. The objective is to create greenfield smart industrial cities with sustainable, 'plug n play', ICT enabled utilities to facilitate the manufacturing investments into the country by providing quality, reliable, sustainable and resilient infrastructure for the industries.

NICDC Ltd intends to recruit an eligible and competent person for the post of 'Company Secretary' at General Manager Level.

JOB DESCRIPTION

He/she will report to CEO & Managing Director and will be in-charge for ensuring compliances with standard statutory and legal practice and maintains standards of corporate governance. He/she will act as a point of communication between the board of directors and company shareholders, reporting in a timely and accurate manner on company procedures and developments. He/She will be required to coordinate seamlessly with various stakeholders and agencies, including but not limited to Ministries, SPVs, State Governments and their nodal agencies.

KEY RESPONSIBILITIES

- Oversee all aspects of corporate governance, compliance, and secretarial functions within the organization. Advice and guidance to the Board of Directors on corporate governance matters, regulatory compliance and best practices.
- Conduct the board meetings, general meetings, Committee meetings including preparation of agenda, minutes, notices, resolutions, statutory disclosures and other relevant documents in accordance with the Companies Act, 2013.
- Ensure compliance with the Companies Act, 2013, RBI, FEMA Act, 1999, Government of India guidelines/orders and applicable legislations including filing various e-forms, XBRL, annual returns, and obtaining intimation/approval from ROC/Central Government.
- Oversee the maintenance of statutory registers, records and filings, ensuring accuracy and completeness at all times.

- Lead, mentor, and develop a team of professionals within the company secretarial department.
- Coordinate with Internal, Statutory and Secretarial Auditors to facilitate audits and ensure compliance with audit requirements.
- Liaise and coordinate with various statutory bodies like Registrar of Companies, Regional Director, NCLT, NCLAT and other Government Departments regarding secretarial matters.
- Manage relationships with external stakeholders including shareholders, investors, and regulatory bodies to protect the Company's interests and resolve disputes.
- Stay abreast of changes in relevant laws, regulations, and industry standards and communicate implications to senior management and the board.
- Handle any other responsibilities related to corporate governance and compliance as assigned by Senior Management or the Board of Directors from time to time.
- Provide strategic legal advice and guidance to senior management on a wide range of legal issues affecting the company's operations.
- Drafting, Vetting, Negotiation, and Execution of Shareholders Agreement, Joint Venture Agreements, Service Provider Agreements, Memorandum of Association, Addendum Agreements, Non-Disclosure Agreements and other agreements.
- Managing all legal matters including litigation, arbitration for and on behalf of the company also represent company in legal proceedings, and ensuring compliance with applicable laws and regulations.
- Liasoning with various Central, State Government Departments and other Authorities.
- Developing and implementing legal procedures and policies to ensure the company's compliance with applicable laws and Identifying and mitigating legal risks.
- Above-mentioned list is inclusive and not exhaustive so as to have various statutory compliances related to Companies Act on timely and efficiently manner

MINIMUM REQUIREMENTS

1. **Nationality:** Indian
 2. **Maximum Age:** 50 Years as on 30th April, 2024
 3. **Educational Qualification:** Graduate in any discipline and qualified Company Secretary with fellow membership from ICSI. Candidates having additional qualifications such as LLB will be preferred.
 4. **Minimum Experience:** 20 Years of which atleast last 05 years should be in a leadership role for independently leading a teams of professionals in an organization of repute preferable in Infrastructure sector.
- Government Companies experience is preferable.

KNOWLEDGE & SKILLS

- Must possess strong domain knowledge of incorporation of Companies, Joint Venture Companies, preparation of JV agreements/shareholders agreements, dissolution of companies etc.

- Ability to handle RTI matters.
- Experience in merger/amalgamation of companies under Companies Act, NCLT and other applicable provisions.
- Skills in organizing resources and establishing priorities.
- Ability to contribute to knowledge management systems and procedures.
- Ability to foster collaborative work environment and a multi-cultural and multi-ethnic environment.
- Strong interpersonal skills and the ability to work effectively with wide range of constituents in a diverse community.
- Strong administrative skills and an aptitude for using IT software.
- Good verbal and written communication skills.

DESIGNATION & JOB LOCATION:

The designation shall be '**Company Secretary**' at **General Manager Level** is a Senior Management position based in Delhi and may require business related travel.

PAY SCALE- IDA Pay Band of Rs.1,00,000-3%-2,60,000/-.

HOW TO APPLY

Duly filled application form along with the resumes may be uploaded on the Company's website i.e., www.nicdc.in (Careers> > Current Opening>Apply Online) till **30th April, 2024 by 17:00 HRS**. Applications received through any other mode shall be summarily rejected.

SELECTION PROCESS: A Selection Committee will be constituted to shortlist, interview and recommend the suitable candidate.

DISCLAIMER: This is not a Government job as NICDC is not a Government Company.