

Job Description of Company Secretary (CS)

- **Post: Company Secretary (CS)**
- **No of Post:** 1 No.
- **Location:** - Mumbai
- **Qualifications Required:** - Qualified Company Secretary, with valid member of the Institute of Company Secretaries of India (ICSI). Minimum 10 years of experience as CS in various firms. Prior experience as CS with Central/ State Government departments/ PSUs Government or Semi-Government Corporations are preferable.
- **Additional Desirable (1):-** LLB Degree
- **Exp:-** Minimum 12 to 15 years of experience as CS in various firms. Prior experience as CS with Central/ State Government departments/ PSUs Government or Semi-Government Corporations are preferable.
- **Salary :-** Rs.1,50,000/- to 1,80,000/- CTC PM
- **Age Limit:-** Should not be more than 55 yrs
- **Nature of Position:** - Contractual for period of 3 Years.
- **Reporting to :-** Managing Director

Job Description:-

- **Board Meetings Management:** Organize and facilitate board meetings, including scheduling, preparing agendas, and minute taking. Ensure that board procedures are followed rigorously.
- **Compliance Oversight:** Oversee the company's compliance with legal and regulatory requirements. This includes updating and managing statutory books, such as registers of members, directors, and secretaries.
- **Corporate Governance:** Advise the board on governance matters, helping to ensure that the company adheres to the highest standards of corporate governance.
- **Record Keeping:** Maintain essential company documents such as the certificate of incorporation, legal documents, statutory registers, and meeting minutes.
- **Policy Management:** Update and administer company policies to ensure they comply with legal standards and reflect the company's objectives.
- **Legal Advisory:** Provide legal guidance on matters affecting the company.

- **Corporate Secretarial Services:** Handle various corporate secretarial duties, including filing corporate returns, maintaining company seals, and managing company insurance.
- **Risk Management:** Participate in identifying and managing corporate risks, ensuring that the company has adequate risk management practices in place.
- Provide legal, financial and strategic advice to the Board of Directors.
- Oversee policies, making sure they are kept up to date and referred to the appropriate committee for approval.
- Deal with correspondence, collate information and write reports, ensuring decisions made are communicated to the relevant company stakeholders.
- Contribute to meeting discussions, as and when required, and advise members of the legal, governance, accounting and tax departments of the implications of proposed policies.
- Monitor changes in relevant legislation and the regulatory environment and take appropriate action.
- Ensure the company complies with all applicable codes, in addition to its legal and statutory requirements.
- Ensure the implementation of decisions made by the Board of Directors.
- Manage the organization's risk management strategy.
- Develop and oversee the systems that ensure the company complies with all applicable codes, as well as its legal and statutory requirements.
- Monitor changes in relevant legislation and the regulatory environment and take appropriate action.
- Liaise with external regulators and advisers, such as lawyers and auditors

Advertisement No.

1. Name in full :

[illegible]

a) Residence :

[illegible]

P	I	N
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b) Office (with Telephone No., Mobile No., e-mail address etc.)

[illegible]

P	I	N
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3. a) Date of Birth :

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b) Age as on 31/07/2024 : _____ Years _____ Months _____ Days

Indicate your category by (✓)

WORKING

RETIRED

(In case of retired persons, post held at the time of retirement)

6. Office/Department

7. Scale of Pay:

8. Present Gross Emoluments OR last emoluments in case of retired person (Specify Basic Pay, D.A., Other Allowances etc) :

9. Qualification Details :

a) Educational / Professional Qualification:

Academic	Degree / Post – Graduation Passed	Name of the University / Institution	Year of Passing	% Marks & Class
Professional				

b) Details of affiliation with Professional Bodies/Institution/Society :

Name of the Body	Membership No.	Since when

10. Experience : Details of posts held from time to time :

Sr. No	Name of the Organization with No.of employee & Turnover	Positi on Held	Scale of Pay & Gross Emolu ments	Period		Total Experience		Nature of Job (Responsib ilities handled)*
				From	To	Years	Months	
				Total Exp.				

* Attach separate sheet if required

11. Please indicate your present level vis-à-vis your organization structure and the prospective career progression path.

12. List of Publications / academic honors received : _____

13. Any other information :

Place : _____

Date : _____

Signature of the Candidate

Note : Copies of Testimonials in support of age, qualifications, experience etc. may be furnished, wherever necessary.
