

COMPANY SECRETARY

S. No.	Position (No of Posts)	Proposed Salary	Minimum Qualification	Minimum Experience	Preferred Experience	Job Profile	Age Limits	Duration of Contract
1	Company Secretary (01)	85,000	1. Graduate in Commerce. 2. He/She should be a Member of Institute of Company Secretaries of India. 3. As prescribed under Companies (Appointment and Qualification of Secretary) Rules, 1988	At least 10 years of experience out of which minimum 3-5 years professional experience of dealing with legal and regulatory matters of the company and good knowledge of Companies Act or 5 years of working Experience as Company Secretary in PSU/Corporate Sector.	Preference will be given to those candidates who are also member of Institute of Chartered Accountants of India or Institute of Cost Accountants of India.	<p>Company Secretary is responsible for company secretarial, legal, corporate governance and administrative functions of the Company. He is responsible for conducting board and shareholders meetings, statutory compliances, filing forms with various statutory authorities, court cases, due diligence/drafting of all contract documents, preparation and submission of periodical MIS, liaison with various Government Departments/Agencies, formulating and implementing HR policies and the Company. He should be thorough in the new Company law, commercial and economic legislations, SEBI guidelines, FEMA provisions etc. He is expected to play a leadership role and provide effective support in achieving sustained growth of the Company.</p> <p><u>Company Secretary and legal</u></p> <p>The Company Secretary is primarily responsible for all statutory compliances of GSCDCL. He/She is in charge of the financial reporting, meeting with the Board Directors, communications with the stakeholders and for all the legal matters on behalf of GSCDCL. The broad rules and responsibilities of the Company Secretary</p>	Age of Candidates should not exceed 45 Years as on 01.01.2021	For a period of 2 years or Complete of Smart City Mission period whichever is earlier and may be renewed every year based on performance .

						<p>shall cover but are not limited to accounts as per accepted accounting procedures. Carry out regular internal checks and coordinate with external auditors for meeting audit requirements and submit audit reports as required annually.</p> <ul style="list-style-type: none"> • To establish audit & accounting systems, procedures and internal controls on regular basis for project funding to all the stakeholders. • To ensure that all expenses are in conformity with established rules and regulations. • To issue the financial guidelines to ensure proper utilization of the allotted funds. • Ensure the Budget monitoring through laid down procedures. • Provide transparent, timely and effective financial information and reporting as well other financial services. • Ensure maintenance of all documents and records relating to the payment and receipts and producing before the audit as and when required. • Oversee the preparation of the Half Yearly Report and Annual Accounts of the Corporation; and would do a second level checking and processing of invoices, bills and documents received from suppliers, contractors and consultants for payment. • Consolidate monthly and quarterly financial 		
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						<p>reports and variance analysis, assess the financial impact from the budget and suggest appropriate corrective actions.</p> <ul style="list-style-type: none"> • To implement records and reporting formats to ensure that all financial transaction and information are accurately recorded and adequately monitored for decision making and projection. • To ensure smooth functioning of Finance and Accounts department. • To conduct regular reviews of financial performance of organization. • Exercising the Financial Control in project project activities. • To handle preparation of annual budget, regular variance statement and annual audit. • To present regular reports to higher authorities. • Ensuring of all statutory compliances like VAT, Service Tax, TDS, IT, PT, CST, Entry Tax and other taxations. • Negotiation with vendors for procurement of services, commercial contracts and agreements. • To ensure compliance with all financial and contractual procedures, statutory obligations and policies etc. • Engage legal advisors and defend the rights of the company in Courts of Law. 		
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