

**JOB DESCRIPTION FOR THE POSITION OF
DEPUTY COMPANY SECRETARY-ON LONG TERM CONTRACT**

Post Name	Deputy Company Secretary-on long term contract (3 Years)
Reporting Authority	Managing Director, GGRC
No.s of Post	One
Age Criteria	Not more than 38 years.
Qualification	<p><u>Essential Qualification:</u> Qualified Company Secretary from The Institute of Company Secretaries of India.</p> <p><u>Desired Qualification:</u> Degree of Law (LL.B.).</p>
Experience	Min. 2 - 3 Years of Post Qualification experience of handling Secretarial functions in Secretarial Department of Public Limited Company / Organization.
Job Description	<ol style="list-style-type: none"> 1. To handle Board, various Committees & Annual General Meetings of the Company. 2. To implement the decisions taken by the Board / Committee / Members. 3. To ensure proper compliance with the Board / Corporate Governance and liaison with various statutory bodies / authorities and other applicable compliances under the Companies Act, 2013 as well as any other law in force at a given time. 4. Coordinate with Advocates & Company Officials for Court matters and look after entire Legal activities of the Company. 5. To ensure that business of the Company is conducted in accordance with its objective as contained in GR / Memorandum of Association & Articles of Association. 6. To provide necessary opinions on implementation of various policies and rules etc., of the Company. 7. To advise Management appropriately on legal Agreements and Contracts, whenever required by coordinating and maintaining good relations with various internal and external bodies including statutory authorities, Government bodies etc. 8. Any other work assigned by the Management from time to time.
Remuneration	Rs.5.00 Lakhs annual CTC.
Location	GGRC Head Office , Vadodara, Gujarat