

**NATIONAL INDUSTRIAL CORRIDOR DEVELOPMENT CORPORATION (NICDC)
LIMITED**

Job description for the post of “Assistant Company Secretary”

COMPANY PROFILE

National Industrial Corridor project vision is to create 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 be developed as a Global Manufacturing and Trading Hub. The project will be funded through private-public partnership, Government of India and foreign investment. The backbone of the project is the Dedicated Freight Corridor being developed by Ministry of Railways. The project is implemented by the National Industrial Corridor Development Corporation (NICDC) Ltd., an autonomous body comprising of Government and Private Sector. The project will see major expansion of Infrastructure and Industry – including industrial clusters and rail, road, port, air connectivity – in the six states i.e. UP, Haryana, Rajasthan, Gujarat, Madhya Pradesh and Maharashtra along the route of the Corridor.

Besides, it is also facilitating to build a world class Exhibition & Convention Centre and Mixed-use development, one of the largest facility first of its kind in India. The project is located in National Capital Region, Sector-25, Dwarka, New Delhi and being built over an area of 90Ha with approx. one million sqm of construction development. This is an iconic project of Government of India and is aimed to develop the Indian MICE market for growth of industrial development in the country. The project has innovative design concepts and novel green building features and is envisaged as internationally recognized architectural icon. NICDC is acting as the knowledge partner for this project.

JOB DESCRIPTION

- Drafting of all types of commercial Agreements.
- Negotiation with other party on commercial/ legal terms.
- To provide solution oriented legal advisory, guidance on specific issues as may be sought by different functions/departments.
- Handle Trademark registration and all intellectual property related matters.
- To ensure that the company complies with the applicable secretarial standards.
- Ensuring all compliances related to Companies Act, 2013 and filing of various forms with ROC.
- To handle Board, Committee & General Meetings and implement the decisions taken by the Board/Committee/Members.
- Organising, preparing agendas for, and taking minutes of various Board/ Committee meetings.
- Dealing with correspondence, collating information and writing reports, ensuring decisions made are communicated to the relevant company stakeholders.
- Compliances with FEMA and RBI guidelines.
- Maintenance of Statutory Registers, Minutes and other records of the Companies as per the provisions of the Companies Act, 2013.
- Liaise with various Government Departments to ensure statutory compliance/ approvals.
- Keep abreast of changes in Company Law requirements.

MINIMUM REQUIREMENTS

1. **Nationality**: Candidate from Indian nationality only.
 2. **Preferable Age**: Candidate should not be more than 40 years as on date of advertisement.
 3. **Academic Qualification**: Should be a graduate from a recognised University and an Associate/ Fellow Membership of Institute of Company Secretaries of India. LLB/CA/ICWA/MBA (Finance) shall be an added advantage.
- **Experience**: Minimum 05 years of post qualification experience in handling Secretarial and legal responsibilities and dealing with various authorities, tribunals and forums.

KNOWLEDGE AND SKILLS:

- Must possess strong domain knowledge and understanding of Corporate Laws, Corporate Governance, contract laws, registration, stamping, FEMA etc.
- Drafting of various agreements and contracts of the Company.
- Skills in organising resources and establishing priorities.
- Analytical reasoning and decision-making ability.
- Ability to foster collaborative work environment in 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.
- Ability to communicate effectively, both orally and in writing.

DESIGNATION, REPORTING & JOB LOCATION

The designation shall be “**Assistant Company Secretary**” and reporting will be directly to “**Vice President- CA, HR and CS**”. The job location will be in Delhi but may require frequent travel to NIC States.

SALARY: CTC Rs. 10 Lakhs per annum. Relaxation may be given for the deserving candidates.

HOW TO APPLY

Duly filled application form along with the resumes may be sent by post at the following address and it should reach this office on or before **15th June, 2020** by **17:00 HRS.**

National Industrial Corridor Development Corporation Limited

Tower-1, 08th Floor, Jeevan Bharti Building,

Connaught Place, New Delhi – 110 001,

Tel No: 011-23317884-8

Email: Jobs@dmicdc.com

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

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