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DMIC INTEGRATED INDUSTRIAL TOWNSHIP GREATER NOIDA LIMITED

RECRUITMENT OF "EXECUTIVE – SECRETARIAL"

Company Profile

DMIC Integrated Industrial Township Greater Noida Limited ("DMIC IITGNL" or "the Company") is a Special Purpose Vehicle (SPV) Company incorporated on 18th March 2014 as a 50:50 joint venture between National Industrial Corridor Development and Implementation Trust (NICDIT) and Greater Noida Industrial Development Authority (GNIDA).

The company was incorporated as for development and operation and maintenance of *Integrated Industrial Township, Multi Modal Logistics Hub* and *Multi Modal Transport Hub* at Greater Noida under prestigious Delhi Mumbai Industrial Corridor which is the first Industrial Corridor Project under the National Industrial Corridor Program of Government of India.

JOB DESCRIPTION AND KEY RESPONSIBILITIES:

- Assisting Company Secretary in Compliances under Company Law, Secretarial, legal & compliance related matters of the Company;
- Preparing agendas and drafting minutes of various meetings of the Board, Committee and General meetings;
- Preparation and filing of various e-forms and returns to the Registrar of Companies,
- Dealing with correspondence, collating information ands writing reports, ensuring decisions made are communicated to the relevant Company stakeholders.
- Compliance with other applicable laws;
- Maintain books, registers, records etc. as per the applicable laws and filing of returns etc. with MCA, RBI,
- Liaise with depository, RTA and other Government Departments to ensure statutory compliance/ approvals.
- Other work as may be assigned by the management.

MINIMUM REQUIREMENTS:

Nationality:

- Candidate from Indian nationality only.

Preferable Age:

- Maximum age should be 28 Years as on date of advertisement. The candidate must be in sound mind and health.

Academic & Professional Qualification:

- Should be a graduate in any discipline from a recognized University;
- An associate member of Institute of Company Secretaries of India (ICSI);
- Preference will be given to those who have completed the training under any Company/ Practicing Company secretary.

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Experience:

- Minimum 01(one) year of post-qualification experience in handling compliances related to Company law and secretarial, allied matters with firm of Practising Company Secretaries or a Company.

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 organizing 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.

Application and Selection Process: The selection shall be done through Interview. The application shall be checked for completeness with respect to the eligibility criteria. The candidate shall be shortlisted and called for interview only if he fulfils the requisite eligibility criteria.

Initially the appointment shall be for one year on contractual basis which may further be extended on satisfactory performance. The candidate may be absorbed in the company depending on the suitability.

Job Location: Position in currently based in Greater Noida but may require travel to other places.

- **Salary:** As per 7th pay scale applicable in the State of Uttar Pradesh on **Level 05.** As per current applicable DA rate, annual CTC will be Rs. 5.60 lakh per annum (approx.).