

**Job description for the post of “COMPANY SECRETARY”**

**Company Profile**

India International Convention & Exhibition Centre Ltd has been incorporated as a Special Purpose Vehicle (SPV) for the implementation and development of the project with 100% equity from Government through Department for Promotion of Industry and Internal Trade. It is a flagship project of the Government of India with an aim to develop a state-of-the-art Exhibition & Convention Facility in Sector-25, Dwarka, Delhi. It offers a mixed experience with a good location, convenient connectivity, apart from a host of other commercial facilities.

It now plans to expand its operations in its second phase the focus will be on development of hotels, shopping malls and office and commercial spaces to increase its visibility and enhance visitor experience.

To assist the Company in its growth trajectory, it is looking for leaders having extensive experience in various domain areas, who will guide and shape its future course.

**Job Description**

**A. Secretarial functions:**

- (1) Responsible for the effective and efficient administration of the organization and certifying the organization's compliance with the provisions of the Companies Act and other statutes and bye-laws of the organization.
- (2) Facilitate the Annual General/Extraordinary Meetings, Board meetings, Committee Meetings and to maintain a correct record of proceedings. To handle Board, Committee & General Meetings and implement the decisions taken by the Board/Committee/Members.
- (3) Preparation of the agenda and other documents for all the meetings organized.
- (4) Preparation of Directors report and its attachments, corporate governance report, Annual Report of the organization etc.
- (5) Provide to the Directors of the organization required guidance in discharging duties, responsibilities and powers.
- (6) Responsible for the custody of the seal of the organization and for the approval and signing of agreement leases, legal forms, and other official documents on the organization's behalf, when authorized by the Board of the Directors or the Executive responsible.
- (7) Liaise and follow up with regulatory authorities / external agencies on behalf of the organization.

- (8) To ensure compliance of the provisions of Companies Act, DPE guidelines as well as compliance of Government of India guidelines/orders.
- (9) To carry out all matters concerned with the allotment of shares, maintenance of Statutory Records and Registers.
- (10) To prepare, approve, sign and seal agreement leases, legal forms, and other official documents on the company's behalf, when authorised by the Board of Directors responsible.
- (11) To provide legal input and advice on implementation of various policies and rules etc, handle legal matters of the Company and 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 agencies etc.
- (12) To supervise the process of managing activities relating to any legal disputes against the Company.
- (13) Keep abreast of changes in Company Law requirements.
- (14) Any other tasks as assigned by the Management from time to time.

**(B) Legal obligations of secretary:**

- Filling of various documents/returns as required under the provisions of the Companies Law and other legislations.
- Proper maintenance of books and registers of the company as required under the provisions of the Companies Law.
- To issue notice and agenda of Board meetings to every director of the company and of the general meetings to the shareholders.
- To record and keep the minutes of the proceedings of the meetings of the directors.

**Eligibility:**

- **Nationality/Citizenship:** Candidate must be a Citizen of India.
- **Age:** Not more than 40 years of age as on the last date of submission of application.
- **Educational Qualification: Essential:** Bachelor's Degree from a recognised University and should be a Fellow or Associate Member of Institute of Company Secretaries of India.
- **Experience:** Minimum 12 years of post-qualification experience with Secretarial responsibilities.

**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.

**General Conditions:**

1. Mere fulfilling the terms and conditions, requirement/qualifications will not vest any right on the candidates to be called for Interview.
2. All qualifications should be recognised by UGC/AICTE/AIU(GoI)
3. Additional weightage may be given to candidates having additional relevant qualifications.
4. Candidates, who are presently employed in Private Sector/ Banks/NBFCs & other institutions, must spell out clearly that his/her designation and scale in his present organisation is equivalent to or above of that mentioned above. These candidates are required to submit a copy of the Organisation Structure and pay scale of the present employment (duly signed by the candidate) to justify their eligibility for a particular post, in the absence of which the application shall not be considered.
5. Appointment shall be subject to Service and Conduct Rules of the Company as may be framed from time to time.
6. The Company takes no responsibility for any postal delay. Application received after due date shall be summarily rejected.
7. The Company has the right to reject any application/candidature without assigning any reason and the decision of the Company shall be final.
8. Canvassing in any form will be a disqualification.
9. Any changes/modifications in the advertisement will be placed on the Company's website only. Candidates applying for the post are advised to visit the websites regularly.
10. Communication shall be sent at the Present Address mentioned by the Candidate in the application form.
11. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material facts, his/her candidature will stand cancelled. If any of this shortcoming is/are detected even after appointment, his/her services are liable to be terminated.
12. IICC reserves the right to conduct a written examination in case the number of application received from eligible candidates is high. The details of written examination, if any, shall be communicated to the candidates in advance and candidates have to make their own arrangements. Interviews of shortlisted candidates will be at New Delhi only. Candidates will have to make their own arrangements for travel and stay.

13. In case of suitable deserving cases, Company reserves the right to raise/modify the eligibility criteria in minimum educational qualification and/or minimum work experience.
14. Self- Attested photocopies of all certificates/testimonials are to be provided with the application form including:
  - a. Educational/Professional Certificates (right from Class Xth to the latest)
  - b. Experience Certificates (including Appointment & Relieving letters of all previous employers)
  - c. Caste Certificate (in case of SC/ST and OBC)
  - d. Certificate of Ex- Servicemen (incase)
  - e. Copy of last drawn Salary, etc.

No certificate in original is required to be attached with the application. DPIIT/ IICC shall not be responsible for misplacement of such certificates.

15. Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Delhi.

**Selection Process:**

- The qualified incumbents may be taken under the payroll of “India International Convention And Exhibition Centre Limited”. Joining will be on immediate basis after selection.
- A Selection Committee will be constituted to shortlist, interview and recommend the candidate.

**Scale of Pay & No of post:**

Grade: E5- Rs. 80,000-2,20,000/- (IDA)

Post-01 (Unreserved)

**HOW TO APPLY**

- Duly filled application form along with the resumes and other supporting documents (as mentioned above in point no 14 of General Conditions) may be uploaded on the Company's website i.e., [www.iiccl.dpiit.gov.in](http://www.iiccl.dpiit.gov.in) (Careers> Current Opening>Apply Online) till **09<sup>th</sup> August, 2024 by 18:00 HRS.**

**Or**

- Resume alongwith duly filled application form and other supporting documents (as mentioned above in point no 14 of General Conditions) should be sent by Speed post/ courier/ hand **super scribing on the envelope** for the post applied at the following communication address. The same should reach on or before **09<sup>th</sup> August, 2024 at 18:00 HRS.** No application shall be entertained under any circumstances after the stipulated date.

Incomplete applications are liable to be **REJECTED**. Applications shall be accepted only through any of the above-mentioned modes.

**Address for communication:**

**To,**

**Assistant Manager- HR & Administration**

India International Convention & Exhibition Centre Ltd

Tower-1, 08<sup>th</sup> Floor, Jeevan Bharti Building, Connaught Place, New Delhi-110001

**Phone:** 011-23317884-8

**Disclaimer:** The Selection Committee reserves the right to close or cancel the current process without any prior intimation.