

# **INTEGRATED INDUSTRIAL TOWNSHIP GREATER NOIDA LIMITED**

## **RECRUITMENT OF COMPANY SECRETARY**

### **COMPANY PROFILE:**

Government of Uttar Pradesh vide notification dated 28<sup>th</sup> January 1991, constituted Greater Noida Development Authority (GNIDA) under the provision of Uttar Pradesh Industrial Area Development Act, 1976. GNIDA falls within the National Capital Region of India's capital – New Delhi and is adjacent to Noida, one of the largest industrial townships in Asia.

Government of India is developing Delhi Mumbai Industrial Corridor Project through the DMIC Trust and Delhi Mumbai Industrial Corridor Development Corporation Limited to establish new industrial cities for promoting manufacturing in the country. Dadri-Noida-Ghaziabad Investment Region (DNGIR) has been identified as one of the nodes to be developed in the phase – I of the project.

An Integrated Industrial Township (IIT) is envisaged to attract Hi-Tech and R&D industries and will in turn promote industrial and manufacturing activities in the DGNIR.

The IIT Project is managed by a Special Purpose Vehicle (SPV) constituted under the Companies Act, 2013 between the State Government through Greater Noida Industrial Development Authority and the Central Government through DMIC Project Implementation Trust Fund with an equity holding of 50% each. Company Secretary is being sought for providing services to the said SPV.

### **PROJECT OBJECTIVES**

The Integrated Industrial Township is planned with the key objective to create a “knowledge based ecosystem” integrated with industries leading to innovation and economic development. The other prime objectives associated with the proposed Integrated Industrial Township are:

- Catalyst for fuelling the growth of industrial development of the Investment Region by attracting skilled human resource at the Integrated Industrial Township;
- Strengthening the status of Greater Noida and Noida as a manufacturing destination;
- Encouraging creation and growth of new business by fostering collaboration and innovation, along with enhancing the development, transfer and commercialization of technology;
- Fostering collaboration between industries and exiting/proposed educational institutes;
- Promoting new industries with value addition to existing industries; and
- SPV's objective should be prominent rather than IIT's.

## **JOB DESCRIPTION**

- Drafting of all types of commercial agreements;
- Negotiation with other party on commercial/ legal terms;
- Compliances under Company Law;
- Responsible for Secretarial, legal & compliance related matters of the Company;
- Organizing, preparing agendas for, and taking minutes of board meetings and general meetings;
- Dealing with correspondence, collating information and writing reports, ensuring decisions made are communicated to the relevant Company stakeholders;
- Compliance with FEMA & RBI Guidelines;
- Maintain books, registers, records etc. as per the applicable laws and filing of returns etc. with MCA, RBI, DPE, including the security of:
  - Company seal
  - Certificate of Incorporation
  - Certificate(s) on change of name
  - Memorandum and Articles of Association
  - Director's service contracts
  - Share certificates and stock transfer forms
  - Other documents of title
- Liaise with various Government Departments to ensure statutory compliance/ approvals.

## **MINIMUM REQUIREMENTS:**

### **Nationality:**

- Candidate from Indian nationality only.

### **Preferable Age:**

- 30-35 years. The candidate must be in sound mind and health.

### **Academic & Professional Qualification:**

- Should be a graduate from a recognized University;
- An associate/ Fellow Membership of Institute of Company Secretaries of India (ICSI);
- LLB/ CA/ ICWA/ MBA (Finance) shall be an added advantage;
- Preference will be given to those who have completed the 15 months training under any Company/ Practicing Company secretary.

### **Experience:**

- Minimum 2 years of post-qualification experience and handling with Secretarial and legal responsibilities and dealing with various authorities, tribunals and forums. Preference will be given to candidate having experience of infrastructure sector & manufacturing sector.

### **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 in hindi and english orally and in writing.

### **SELECTION PROCESS:**

- The qualified incumbents may be taken under the payroll of **“INTEGRATED INDUSTRIAL TOWNSHIP GREATER NOIDA LIMITED”**
- The age of superannuation shall be 60 years. Joining will be immediately after selection.
- He shall report to the Chairman/ Directors of the M/s Integrated Industrial Township Greater Noida Limited.
- A Selection Committee will be constituted to short list, interview and recommended the candidate.

### **JOB LOCATION:**

- The job location is currently based in Greater Noida, but may require travel to other places.

### **HOW TO APPLY:**

Resume and duly filled application, in the prescribed format for the above post may be sent by post/ hand / email to the following address so as to reach latest by 29<sup>th</sup> April, 2016. The envelope containing application should be super scribed with:

### **“Application for the post of Company Secretary (CS)”**

Chief Executive Officer  
Integrated Industrial Township Greater Noida Limited  
169, Chitvan Estate, Sector Gamma – II, Greater Noida,  
Gautam Budh Nagar, Uttar Pradesh - 201308