

Position (1)	Sr. Officer (Secretarial & Legal) on contractual basis (renewable on mutually agreed terms & conditions)
Age	Minimum 25 years and maximum 35 years
Qualification	Associate Member of the Institute of Company Secretaries of India. Additional qualification in LLB would be preferable.
Experience	Minimum 4 years post-qualification work experience. The candidate working in a PSU or public limited Company would be preferable
Roles & Responsibilities:	To look after Secretarial and Legal Functions of the company including but not limited to the following: • Compliances under Companies Act, 2013 and other allied Acts and rules and regulations framed thereunder. • Drafting/Preparation of Notice, Agenda, Resolutions and Minutes of Board & Committee Meetings and Shareholders Meetings. • Compliance wrt conducting Meetings of the Directors and Shareholders. • Maintaining statutory registers and records as required under Companies Act, 2013 • Filing various E-forms and Returns with Ministry of Corporate affairs/ accessing services on MCA online Portal. • Drafting of various policies & its Compliances • Regular review of emerging trends and ensuring that the Company's existing policies, processes, and practices are marked to assure proper internal controls and relevant checks and balances. • To manage legal documentation, drafting and reviewing legal agreements including contracts, tenders, bank guarantees/ performance BG etc. • Liaisoning with lawyers, government authorities, maintaining legal database etc. Coordinating with stakeholders, scheduling meeting, to ensure compliance with legal requirement. • Desirable candidate must have sound knowledge of legal principles and practices, excellent communication skills, be able to successfully work in cross-functional teams and must possess result driven approach and time commitment.