

## **Recruitment Notice**

### **Post: Company Secretary**

**(on Contract basis)**

G-RIDE proposes to engage One Company Secretary (**on contract basis**) on full time to be based at the Registered Office of G-RIDE, Gandhinagar to undertake several tasks related to secretarial functions of the Company and its associated SPVs.

#### **COMPANY PROFILE:**

Gujarat Rail Infrastructure Development Corporation Limited (G-RIDE) is a joint venture (JV) between Ministry of Railways (MOR) and the Government of Gujarat (GOG), with equity share of 51% and 49% respectively with authorized capital of Rs. 100 cr. The Company has been mandated to carry out activities related to development and augmentation of critical Railway development projects, enhance capacity of high density network and provide last mile rail connectivity with high standards of safety and efficiency by adopting the best technological practices, sound financial strategy and optimum utilization of resources.

At present, G-RIDE has undertaken following rail projects to be implemented by forming various project specific SPVs with potentially interested public/private stakeholders:

1. Katosan-Becharaji- Chanasma-Ranuj (65 kms) line gauge conversion from MG to BG
2. Ahmedabad-Rajkot Semi High Speed Rail Corridor (220 kms) project
3. Bhuj-Naliya-Vayor (126 kms) new BG line project
4. Nargol port last mile connectivity project (14 kms.)
5. Bedi port last mile connectivity project (3 kms.)
6. Surat-Kosad-New Sanjali/ Gothangam-Panoli (29 kms.) new BG line project

#### **ELIGIBILITY**

Should be an Associate / Fellow Member of Institute of Company Secretaries of India.

Graduate from a recognized University.

Demonstrate commitment to carrying out tasks on time and under deadline.

Excellent written, oral communication and interpersonal skills, analytical ability, initiative, drive and commitment to quality system.

Post qualification, minimum secretarial experience of Minimum 6 years in a similar organisation, Preference shall be given to candidates having experience of working in a State/Central PSU.

Age not exceeding 40 years as on March 31, 2020.

## **CONTRACTUAL STATUS AND DURATION**

The position will be a contractual position with G-RIDE for a period of 3 years, extendable for a further period of 2 years. subject to satisfactory annual performance review.

## **JOB PROFILE**

Providing secretarial assistance to the Company, including dealing with Board matters, filing of returns and providing advice to the management.

Filing, registering any document including forms, returns and applications by and on behalf of the Company as an authorized representative with RBI, ROC or any other competent authority.

Drafting Legal documents, Notice of the meetings, Agendas, Minutes & all other corporate documents.

Compliance with various authorities like Reserve Bank of India (RBI), FEMA, Registrar of Companies (ROC) etc.

Compliance with secretarial and corporate laws.

Co-ordinating board/committee/annual general meetings/extra ordinary general meeting and follow-up actions thereof. Custodian of corporate records, statutory books and registers.

Advising companies on Compliance of legal and procedural aspects, Companies Act, RBI Act, Labour and Industrial Laws, Management, Valuation and Audit, Drafting of Legal Documents, Manpower planning and development etc.

Representing Company before the courts, tribunals, tax authorities and other statutory / regulatory authorities as and when required.

Communication with various stakeholders, like Shareholders, Government, Regulators, Authorities etc. and also Maintaining Industrial relations.

Any other matters relating to the company secretarial assignment, including all incidental works, such as legal matters, audit, accounts, report writing, preparation of Annual Report / Directors' Report preparation, etc., and compliance of various statutory, regulatory and other reporting.

## **COMPENSATION**

The compensation shall be market driven on CTC basis and shall be commensurate with experience and expertise of the selected person. It will be in the form of consolidated package.

## **GENERAL INFORMATION**

Candidates are advised that they should not furnish any particulars or information that are false, tampered/fabricated or should not suppress any material information while applying online. In case it is detected at any stage that a candidate does not fulfil any of the eligibility criteria for the post applied for and / or that he / she has furnished any incorrect information or has suppressed any material fact(s), his / her candidature will stand cancelled. If any of these shortcomings is / are detected even after the appointment, his/her services are liable to be terminated.

## **HOW TO APPLY**

Please share your updated resume by 29.02.2020 on [hr@gride.org.in](mailto:hr@gride.org.in) or send us at below address:

### **Gujarat Rail Infrastructure Development Corporation Limited (G-RIDE)**

Block No.6, 7th Floor, Udyog Bhavan, Sector-11,

Gandhinagar, Gujarat-382010

Phone No.079-23232728