

## Company Secretary

Ref. CSY/W/03/2020 (18.11.2020)

Contract appointment in the grade of Consultant Gr. II, for an initial period of two years

### A. Basic qualifications

- Member of Institute of Company Secretaries of India (ICSI)
- Minimum 5 years of post-qualification experience in the field
- Well versed with the provisions of the Companies Act and secretarial standards
- Previous experience of independently handling secretarial compliances
- LLB from a reputed institute is an added advantage
- Excellent communication skills, demonstrated ability to think and act quickly

### B. Job Description

- Handling Board, General and Committee meetings as per the Companies Act
- Preparation of Agenda, sharing information with the Board, timely completion of minutes and ensuring smooth conduct of the meetings.
- Ensuring pre and post meeting compliances.
- Issue, Allotment of securities
- Ensuring filing of various forms with ROC /MCA within prescribed time.
- Preparation of Annual Report
- Monitoring overall compliance of all laws and statutes and in-charge for compliance reporting
- Maintenance of secretarial records, statutory books and registers.
- Handling overall secretarial matters and compliances under law for unlisted/listed group companies.
- Handling RBI compliances

### C. Remuneration and Perquisites

Grade	Consultant Gr. II
Scale of Pay	43600-1900-56900-2300-86800
Dearness Allowance, calibrated to Government price indices	As per Central Govt. Norms (at present it is 12% of Basic Pay)
HRA	30% of Basic Pay
City Compensatory Allowance	300.00
Conveyance Allowance	3200.00 (if Owns a two wheeler)
Medical Allowance for OPD consultations	1250.00
Company Contribution: To Provident Fund / Pension Fund ( as per EPF Act)	12% of Basic + DA
Approximate total emoluments per month at minimum of scale. (Performance related pay, monetized value of other perquisites would be additional)	72522.00

(Total emoluments have been calculated based on the base figure of the scale for each grade)

**Other benefits\***

- Subsidized Lunch Facility
- Mobile facility arranged by the company
- Reimbursement of Hospitalization Expenses covered under Group Medi- claim Policy with Insurance Company
- Gratuity as per Gratuity Act
- Leave Encashment as per Company Rules
- Casual Leave/Sick Leave/ Privilege Leave as per Company Rules
- Performance related pay linked to incentive distribution scheme of KITCO
- Site Allowance as per Company Rules if postings other than Head Office
- Leave Fare Concession as per Company Rules
- Reimbursement of Children Education and Hostel Allowance as per Rule 2BB of the Income Tax Act

*\*"Other benefits" applicability shall vary based on Contract/ permanent posts.*

**Note:**

- Remuneration & Perquisites would be decided based on the number of years of relevant work experience.
- Exceptionally eligible candidates may be considered for additional increments at the time of initial joining.