



## COMPANY SECRETARY

### **Qualification:**

**Essential:** Membership of the Institute of Company Secretaries of India.

**Additional/Desirable:** LLB/MBA/Membership of ICAI/ICWAI with proficiency in Computer Applications.

### **Job-Responsibilities:**

- (1) Responsible for coordination of all arrangements and conduct of meetings of the Board of Directors and Management Committees. He/she shall ensure that Minutes of the meetings are accurately recorded and circulated.
- (2) To be fully conversant with the working of the Company
- (3) Advise the Board and Management Committees on all statutory and constitutional requirements to ensure that business is conducted in a proper and effective manner.
- (4) Circulate decisions of the Board to all relevant parties and take necessary follow up action and record the progress on the same.
- (5) Keep the Board and the Committees informed of all issues relevant to them and to ensure that they are aware of their responsibilities and of procedures.
- (6) Prepare Returns and Records required by statute to ensure that the organization conducts its business in a legal and proper manner.
- (7) Prepare the Annual Report of the organization in accordance with legal and constitutional requirements.
- (8) Maintain the share register and membership records of the Board and management Committees.
- (9) Oversee the arrangements for the conduct of elections to the Board and Committees.
- (10) Take all necessary steps to ensure that the Company complies with data protection legislation.
- (11) To look after entire legal functions of the Company.
- (12) Other assignments, if any, as and when given by the Managing Director being his reporting officer.

### **Experience:**

- (1) At least 10 years of post qualification experience in assisting Top Management/ Company's Board of Directors/ Subcommittees etc. in administration in Company's affairs. The candidate should be well versed with MCA21, e-filing system.
- (2) Thorough knowledge of the provisions of the Corporate Laws pertaining to his/her area and handling Legal matters of the Company independently.
- (3) Thorough knowledge of preparation of Collaboration Agreements, Joint Ventures, Conveyance Deeds and to advice on Contract and Labour Laws. He/she should have handled various kinds of meetings independently i.e. Board meetings/ Committee meetings/AGM/EGM etc.

GENERAL: Preference will be given to SC/ST/OBC candidates. Relaxations will be as per Government directives. Remuneration will be commensurate with experience and qualifications and relaxation in qualifications, experience, etc., will be made only in the case of deserving candidates. Those working in Govt./ PSU should apply through proper channel or produce a No Objection Certificate from their present employer at the time of Interview, in case they are short-listed. Incomplete application forms shall be liable for rejection.

Eligible candidates should forward their applications THROUGH POST ONLY to DGM(HR&IM), Biecco Lawrie Limited, P-54 Hide Road Extension, Kolkata 700 088 within fifteen (15) days from the date of publication of the advertisement.