

MADHYA GUJARAT VIJ COMPANY LIMITED

INVITES APPLICATIONS FOR THE POST OF COMPANY SECRETARY

1. **Name of Post** **Company Secretary**
2. **Vacancy** 01
3. **Minimum Qualification** Membership of ICSI
4. **Desired Qualification** LL.B.
5. **Age Limit**
35 years (5 years relaxation for Reserved Candidates) as on date of advertisement
i.e. **14/11/2018**.
6. **Experience** (as on date of advertisement i.e. **14/11/2018**).

Minimum 5 (five) years' post qualification (ACS) experience having worked as a Company Secretary in a Public Limited Company with the annual turnover of Rs. 300 Crores.

OR

Minimum 5 (five) years' post qualification (ACS) experience having worked as a Company Secretary in State / Central Public Sector Undertaking with the annual turnover of Rs. 100 Crores.

- a) Experience of compliances under the Companies Act, 1956 & 2013.
- b) Well versed with the Companies Act-1956, Companies Act-2013 & Listing Agreement.
- c) Drafting and finalization of Directors Report and AGM / EGM Notices.
- d) Experience of Conducting Annual/Extraordinary Board Meetings and General Meetings and recording minutes.
- e) Providing certified copies of Board Meeting / General Meeting resolutions.
- f) Maintenance and updating of various registers/records under Companies Act,1956.
- g) Experience of compliance related to cost audit filing.
- h) Knowledge of incorporation New Company and commencement of business and obtain the Certificate of Registration from Registrar of Companies (ROC).
- i) Appearing before the Securities & Exchange Board of India (SEBI), Appellate Authority.

- j) Knowledge of regularly filing various legal documents and returns with the Registrar of Companies (ROC) and Respective Regulator.
 - k) Knowledge of correspondence with the various Stake Holders, Banks, Financial institutions and Regulators.
 - l) Knowledge of implementing the Corporate Governance provisions & filling the Governance Report with the Respective Regulator.
 - m) Drafting of Memorandum & Articles of Associations.
 - n) Drafting of Red herring prospectus.
 - o) All matters relating to public / private placement, issue of equity/preference share capital, fixed deposit scheme, debt including syndications.
 - p) Drafting / vetting of agreements with tenders, investor etc.
 - q) CSR activities & compliance thereof.
 - r) Registration & Vacation of charges.
 - s) Experience in Public Sector/Power Sector shall be preferred.
 - t) Have good knowledge of Secretarial & Legal matters such as compliance with various laws, filing of various documents / returns with ROC, SEBI and Stock Exchange.
 - u) Well versed in writing, drafting and vetting of legal documents, agreements, contracts etc.
 - v) Dealing with Laws relating to Electricity, Company, Labour Arbitration, Contract, Technical collaboration, Mercantile etc.
 - w) Shall be heading Legal Department and shall be responsible for legal matters of the company, legal advisory services, effective and efficient management of the legal department / activities of the company.
7. **Pay Scale** Minimum of Pay Scale Rs.72100 – 119400 /- with other benefits as available to regular employee.
8. **Probation** The incumbent shall be appointed initially on probation for a period of 6 months which can be extended further for such period as decided by the appointing authority looking to the performance during probation.

Looking to the knowledge & exposure about various Acts, commercial & other laws, he/she shall also be assigned work of supervision, monitoring & liaison of various court cases of Legal Department.

GENERAL TERMS & CONDITIONS:

1. The selected candidate shall be posted at Corporate Office, MGVCL, Baroda.
2. The candidates working with Government / PSUs should send their applications with **"No Objection Certificate"** of the respective organization.
3. The selected candidate shall have to produce satisfactory relieving letter from the previous employer at the time of resuming duty at MGVCL.
4. Incomplete applications or applications without requisite enclosure shall be rejected without assigning any reason thereof.
5. Management of MGVCL reserves the right to short list the candidates for further process.
6. The selection and subsequent appointment shall be governed by the rules of the Company prevailing at the time.
7. Mere submission of application does not guarantee the adequacy of candidature for being considered for the further process.
8. MGVCL will not be responsible for any postal loss / delay of receipt of application.
9. Canvassing in any form shall debar candidate from the selection process.

Candidates meeting the above criteria may send their applications as per the Proforma with recent passport size photographs and photo copies of documents of qualifications, age, and experience, turnover of Company and details of present job profile on or before **30/11/2018** on following address by **RPAD / Speed Post** duly mentioning on envelope

"Application for the post of Company Secretary".

**The GENERAL MANAGER (HR)
Madhya Gujarat Vij Company Limited
3rd Floor HR Department,
Sardar Patel Vidyut Bhavan,
Race Course, Vadodara 390 007.**

List of Documents alongwith application form to be submitted to this office on or before on or before **30/11/2018**.

1. Two Passport size photographs.
2. School Leaving Certificate.
3. Certificate of Membership and all mark sheets of ICSI.
4. Certificate and all mark sheets of LL.B.
5. Certificate of Experience.
6. Certificate mentioning the turnover of the Company for which candidate has shown experience.

7. Details of present job profile.

8. NOC from present employer.

The physical documents be submitted by Speed Post or RPAD only

Note:-

- Applications received through other mode (i.e. other than RPAD / Speed Post) shall not be taken into consideration.
- Applications not in a prescribed Performa / without relevant documents shall also not be taken into consideration.

General Manager (HR)

Photograph

Madhya Gujarat Vij Company Limited

Photograph

APPLICATION FORM FOR THE POST OF COMPANY SECRETARY

NOTE:-PLEASE SEND YOUR APPLICATION FORM THROUGH RPAD / SPEED POST ONLY

Name Mr / Mrs / Miss

Address _____

Phone No With STD Code _____ Mobile No. _____

Birth Date _____ Age as on 14.11.2018 _____ years

Email Address _____

Qualification

Name of Degree	Name of University & Institute	Passing Year	Percentage obtained

Experience (Please attach certificate for each experience)

Name of Organization	Designation	Period of Service		Total Experience in Years/Months
		From Date	To Date	
Total Experience (In Years & Months)				

I hereby certify that the information submitted by me in the application form is true, complete and correct. I further understand that if any information given herein above is proved false then I am liable for being removed from the post I have applied for. I also certify that No criminal Proceeding is initiated / Pending against me and I have never been convicted by any Court of Law.

List of Enclosures:

1. Two Passport size photographs.
2. School Leaving Certificate.
3. Certificate of Membership and all mark sheets of ICSI
4. Certificate and all mark sheets of LL.B.
5. Certificate of Experience.
6. Certificate mentioning the turnover of the Company for which candidate has shown experience.
7. Details of present job profile.
8. NOC from present employer.

Date

SIGNATURE OF APPLICANT