

NICDITKRISHNAPATNAM INDUSTRIAL CITY DEVELOPMENT LIMITED

Job description for the post of “Company Secretary”

Company Profile

NICDIT Krishnapatnam Industrial City Development Limited (NKICDL) has been incorporated under the provisions of the Companies Act, 2013 as a Joint Venture Company between Government of India (GoI) represented by National Industrial Corridor Development and Implementation Trust (NICDIT) and Government of Andhra Pradesh (GoAP) represented through Andhra Pradesh Industrial Infrastructure Corporation Limited (APIIC) for the development of Industrial Township, Trunk Infrastructure and Strategic Projects at Andhra Pradesh. NKICDL has been established to promote and facilitate the development of Krishnapatnam Industrial Node under Chennai Bengaluru Industrial Corridor Project (“CBIC Project”) for undertaking the infrastructure development activities for establishment of Integrated Industrial Township in SPSR Nellore District, Krishnapatnam Node. .

NKICDL will work in close collaboration with State Government of Andhra Pradesh for undertaking various project development activities – construction, development, operation and maintenance of industrial township project including but not limited to feasibility studies, preparation of master plans and development plans.

NKICDL is developing the KRIS City which is a Greenfield Smart Industrial City being developed across an area of 12,000 acres in the State of Andhra Pradesh as part of the Chennai – Bengaluru Industrial Corridor (CBIC). Chennai Bengaluru Industrial Corridor (CBIC) the proposed Corridor between Chennai, Bengaluru and Chitradurga covering a length of about 560 kms will have an influence area spread across the three states namely Andhra Pradesh, Tamil Nadu and Karnataka.

JOB DESCRIPTION AND KEY RESPONSIBILITIES:

He/she shall report to CFO NKICDL. He/she shall be responsible for performing and managing various regulatory/statutory functions like conducting Board meetings and General meetings as per the applicable provisions of the Companies Act, 2013, to prepare or draft Board/Board Committee Agendas, Minutes, advising Board of Directors on Corporate laws, applicable commercial or industrial or labour laws, handling correspondence with Statutory Authorities, filing necessary documents or returns to the Registrar of Companies and other regulatory bodies, preparation of Annual Report of Company, issue and allotment of equity shares, dematerialization of shares, effectuating appointment of directors and key personnel of the Company, assist in preparation and execution of legal agreements, preparation and audit of

business reports; filing annual returns; dealing with amended regulations on a steady basis.

Key Secretarial and legal Responsibilities are listed below:-

- i. Perform the role of acting as Business Advisory to the Board of Directors of the company guiding them incorporate laws; corporate governance; strategic management; project planning; capital markets & securities laws.
- ii. To convene, attend and take minutes at Board meetings, including Funds and Corporate entities, recording discussions and decisions, drafting minutes, liaising with client teams (all levels of staff) for comments prior to external circulation.
- iii. To liaise with Board members and other relevant parties in respect of meeting arrangements and compliance with formalities.
- iv. To manage the timely preparation of board minutes.
- v. To provide company secretarial support for the set-up of corporate entities as well as safely maintaining company records, meeting documents, share and registrar functions and system maintenance.
- vi. To ensure adherence to good corporate governance principles concerning all Company Secretarial matters.
- vii. To co-ordinate the preparation of agendas and board packs and their timely circulation and dispatch in conjunction with the fund administrators and other Company Secretarial team members.
- viii. To prepare agendas, notices and other supporting documents for General Meetings, including liaison with relevant legal advisors.

MINIMUM REQUIREMENTS

- i. **Nationality:** Candidate from Indian nationality only.
- ii. **Educational Qualifications:**
 - a. **Essential Qualification:** Should have Bachelor's from a recognized University and should be an Associate/ Fellow Member of Institute of Company Secretaries of India (ICSI).
 - b. **Additional Qualification:** LLB / BL shall be an additional qualification. Preference will be given to a candidate who has the experience of working in a Government/PSU.
- iii. **Professional Experience:** Minimum 5 years of post-qualification experience of dealing with Secretarial and legal responsibilities and experience of working in Corporates, professional firms, financial institutions or joint venture companies or government companies handling corporate secretarial matters, Corporate governance, preparation of agendas, notices, minutes, resolutions and other supporting documents for General Meetings, including liaison with relevant legal advisors and ensuring safe keeping of records of meetings held in the company.

- iv. **Age limit:** Age of the applicant should not be more than 35 years as on 1st Jun 2021.

Knowledge and Skills:

- i. Must possess strong domain knowledge and understanding of Corporate Laws, Corporate Governance, Contract laws, registration, stamping,
- ii. Drafting of various agreements and contracts of the Company.
- iii. Skills in organising resources and establishing priorities.
- iv. Analytical reasoning and decision-making ability.
- v. Ability to foster collaborative work environment in a multi-cultural and multi-ethnic environment.
- vi. Strong interpersonal skills and the ability to work effectively with wide range of constituents in a diverse community.

DESIGNATION, REPORTING & JOB LOCATION

The designation shall be “**Company Secretary**”. Reporting will be directly to the CFO of NKICDL and to other senior officials of APIIC/NICDC. The job location will be in Vijayawada but may require frequent travel.

SALARY: As per industry standards.

HOW TO APPLY: Candidates should submit their latest Resumes by mailing to **ADMIN@KRISCITY.IN** on or before **10:00 HRS of 07th July, 2021**. Applications received through any other mode shall be summarily rejected.

SELECTION PROCESS: A Selection Committee will be constituted to short list, interview and recommend the candidate.

DISCLAIMER: This is not a Government job as NKICDL is not a Government Company. The educational/ experience certificates need not be enclosed along with the resumes. The same will be called from the shortlisted candidates only.