

North East Transmission Company Ltd. (NETCL)

(A JV Company of Powergrid, OTPC & NER States)

Job Description

Position/Grade	Company Secretary/ Assistant Manager (M3)
Place of Posting	Dwarka, Delhi
Qualification	CS,
Experience	Minimum post qualification experience: 6 Years as on 31.08.2024 in corporate environment.
Industry Type	Any
Pay Package	Shall commensurate with experience
Upper Age Limit	40 years as on 31.08.2024
Job Description	<ol style="list-style-type: none">i. Shall be well versed with provisions of the Companies Act 2013, updated till Sep 2024ii. Shall handle functions related to organizing meetings (physically or online through VC) of the Board, EGM/AGM, committee like Audit, CSR and NRC etc. constituted by the boardiii. Shall have good Drafting skills for compilation, finalization and circulation of Agenda & Notices etc. in timely manner and complying with the statutory provisions.iv. Preparation of draft minutes and after internal review, updation and approval of the management, circulation of the final minutes to the Board/Committee members for comments. Put up the updated minutes for approval and signatures of Board/Respective Committees as per practice.v. Preparation and filing of various Statutory Forms, Returns, and communications etc with MCA, ROC or any other institution w.r.t. secretarial functions, required under Companies Act, 2013.vi. Preparation and maintenance of statutory record and registers etc. like resolutions, minutes, and explanatory statements etc.vii. Obtaining DIN, Digital Signatures etc. for Directors and requisite communication with DIN Cell etc.viii. Liaisoning with Secretarial Auditors, Statutory Auditors, Cost Auditors and Internal Auditors for various Audit related queries and clarifications.ix. Shall ensure full compliance as per the provisions of the Companies Act, 2013

	<ul style="list-style-type: none"> x. Shall be well versed with the procedure w.r.t issuance of resolution be circulation various matter from time to time xi. Co-ordinating with admin department for making necessary arrangement travel and stay etc. like details of the Directors, Committee members, Shareholders / stake holders coming to attend the meetings . xii. Preparation of various approval notes & communication to Chairman, Board members, other need based communications with stake holders and internal approval notes. xiii. Preparation and filing of Annual Report of the Company including Liaisoning with printer for getting the Annual Report printed. xiv. Induction process of new directors, resignation etc. documentation for yearly disclosures under the Companies Act, 2013. xv. Documentation related to NSDL, CDSL and Registrar to the Issue various matters. xvi. Communication and coordination with Shareholders Chairman office and Board Members on various matters /corporate actions. i.e dividend, DIN, declaration, disclosures, etc. xvii. All activities incidental or ancillary or arising out of above functions. xviii. Any other work assigned by the reporting officer.
Desired Profile	<ul style="list-style-type: none"> • Excellent Drafting, Communication Skill, and knowledge of Companies Act, 2023, Rules made thereunder, Secretarial Standards etc. • Experience of working in a listed Company will be an added advantage. • LLB (Preferable)
Contact Details	<p>Company Name: North East Transmission Company Ltd.</p> <p>Executive : HR & Admin</p> <p>E-mail Id : hr@netcindia.in</p> <p>Contact No. : 011-46688888</p> <p>Address : 2C,3rd Floor, D-21, DMRC Corporate Tower, Sector-21,Dwarka,Delhi-110077</p> <p>Website : www.netcindia.in</p>