

S.No	Post	No. of Vacancy	Pay Scale (IDA) / Level	Educational Qualification
1	Company Secretary IDA (29100-54500)	1	Rs. 29100-54500 (Executive)	Company Secretary ship with minimum 50% marks from Govt. recognized University or Institute. Associate / Fellow Member of the Institute of Company Secretaries of India with post qualification working experience of minimum 09 years. Degree in Law will be preferred.

**Experience Criterion: -**

Executive of Government Organization / PSUs in IDA pay scale of Rs. 29100-54500 with a total of 09 years' service at Gazette / Executive level in any Govt. Organization or PSU.

OR

Executive of Government Organization / PSUs in CDA pay scale of Rs. 15600-39100 (Grade pay Rs. 7600) with a total of 09 years service at Gazetted / Executive level in any Govt. Organization or PSU.

OR

Executive of Government Organization / PSUs in IDA pay scale of Rs. 24900-50500 with minimum 4 years service in same grade with a total of 09 years service at Gazetted / Executive level in any Govt. Organization or PSU.

OR

Executive of Government Organization / PSUs in CDA pay scale of Rs. 15600-39100 (Grade pay Rs. 6600) with minimum 4 years service in same grade with a total of 09 years service at Gazette / Executive level in any Govt. Organization or PSU.

**Job Description and Responsibilities: -**

1. Ensure compliance of various provisions of the Companies Act, 1956, guidelines on Corporate Governance and other Corporate Laws like SEBI Act, Competition Act, FEMA, Consumer Protection Act, RTI etc, relating to the company.
2. Convene Board meeting, Audit committee meeting, other Committee meetings, Annual General Meeting etc., including preparation of agenda, minutes, co-ordination etc.
3. Maintain books, registers, records etc. as per the applicable laws including filing of forms, returns etc, with MCA, RBI, DPE etc.

4. Advise management on the implications of various legislations in formulating its long-term plans and take action for implementing the company's corporate policies and procedures affecting business operations.
5. Liaise / follow-up with various Government Departments to ensure Statutory compliance.

The terms & conditions and pay scales of deputationist will be governed as per the provisions of HR Policy of NMRC.

Completed application through proper channel should reach this office by 29-11-2017.

Candidates are requested to check the website regular updates / notifications if any. Queries if any may be sent to mail id : [nmrcnoida@gmail.com](mailto:nmrcnoida@gmail.com)

DGM (HR/Operation)