

Terms & conditions for hiring Company Secretary (full time) on contract basis in DTIDC.

The post of Company Secretary carries the Pay Band of PB-3 (Rs.15600-39100) + Grade Pay of Rs.7600/- (pre-revised) and now pay matrix 12 (78800 – 209200). **The pay of Company Secretary, will be of the minimum of Pay scale i.e. Rs.78,800 + DA as applicable.** The applicant must possess the following qualifications:-

- a) Bachelor degree from a recognized university;
- b) Candidate, must have passed company secretary examination from the Institute of Company Secretaries;
- c) Candidate must has five years experience in Company Secretarial work in Govt./Semi- Govt. organization/Well –reputed company/PSUs etc.
- d) Age- between 25 years to 50 years.

The functions / duties of the Company Secretary shall include:-

1. To provide to the directors of the company , collectively and individually, such guidance as they may require, with regard to their duties, responsibilities and powers;
2. To facilitate the convening of meetings and attend Board, committee and general meetings and maintain he minutes of these meetings;
3. To obtain approvals from the Board, general meeting, the government and such other authorities as required under the provisions of the Act;
4. To represent before various regulators, and other authorities under the Act in connection with discharge of various duties under the Act;
5. To assist the Board in the conduct of the affairs of the company;
6. To assist and advise the Board in ensuring good corporate governance and in complying with the corporate governance requirements and best practices; and
7. To discharge such other duties as have been specified under the Act or rules; and
8. Such other duties as may be assigned by the Board from time to time.



Executive Director, DTIDC