

GUJARAT AGRO INDUSTRIES

CORPORATION LTD.

(A Government of Gujarat Enterprise)

Gujarat State Civil Supplies Corpn. Bldg.,

2nd Floor, "B" Wing, Sector-10/A

Gandhinagar 382 010

Tele Fax No. 079-23240208

Date: 21.06.2018

Gujarat Agro Industries Corporation Ltd. (GAIC) intends to appoint Practicing Company Secretary for one year's retainship on contract basis. The applicant should have minimum 10 years of experience.

Submission of application:

The applicants need to send their application in the prescribed format, by post or in person so that hard copies of detailed resume, contact information, photograph and all the necessary documents reach on or before 05-07-2018 to Addl. General Manager (M&P&A), Gujarat Agro Industries Corporation Ltd. 2nd floor, B Wing, Gujarat State Civil Supplies Corporation Building, Sector 10/A, CH Road, Gandhinagar 382010. The envelope should be superscribed with the name of post applied. Applications received after 05-07-2018 will not be considered. Application forms can be down loaded from www.gaic.gujarat.gov.in

Criteria for selection:

The applicants shortlisted on the basis of experience will be called for personal interview.

The applicants should have dynamic perspective with excellent communication skills in both English and Gujarati languages and a very good knowledge of computer. Experience of assignments handled in Government Department/ PSU will be an added advantage.

The applicants will not be eligible for any TA/DA or any other allowance for appearing in the personal interview.

Scope of Work:

The scope of work includes the following services:

- Co-ordinate with the officers of GAIC & prepare notes on relevant matters and prepare notice, issue notice, prepare agendas and papers for board meetings, committees and annual general meetings (AGM).
- Take minutes, draft resolutions and file required forms and annual returns with Registrar of Companies.
- Maintain and update statutory books & registers, including registers of members, directors and KMP(s).
- Deal with correspondence, collate information and ensuring decisions made are communicated to the relevant company stakeholders.
- Contribute to meeting discussions and advise directors, members on legal, governance, accounting implications.
- Monitor changes in relevant legislation/policies and the regulatory environment and take appropriate action.
- Liaise with external regulators and advisers, such as lawyers and auditors.
- Develop and oversee the systems that ensure the company complies with all applicable codes, in addition to its legal and statutory requirements.
- Declaration of Dividend & follow up thereafter.
- Maintain and update the register of shareholders and monitor changes in share ownership of the company.
- Guide the company whenever required including the event of Secretarial Audit.
- Certify necessary documents/Forms.
- Prepare and upload the necessary forms as and when needed as per the requirement of the Act.
- XBRL Data entry in XBRL Software.
- Prepare Director's Report, MGT – 9 and other matters needed to complete the annual report.
- Certify MGT- 8.
- Follow Secretarial Standards, Companies Act, 2013 as well Government Resolutions as amended from time to time, etc as applicable to the Corporation.
- Checking, Signing and certifying the documents.
- Advise Corporation on Statutory & Legal Matters.
- Any past matter that is needed to be resolved.
- Ensure that timely compliances are done by the Corporation.

- The assignment includes all support services in connection to Secretarial & Legal work like take a printout of agenda, notes to agenda, notice for meetings, minutes, notes on minutes, minutes circulation, etc.
- Any other work which requires necessary guidance on related matters.

This is not an advisory assignment but execution of the work of a Company Secretary and hence, when required, you or your support staff would carry out the functions as per the scope (e.g. actual preparation, printing and issue of notice, agenda as well minutes, liaising with directors & shareholders, etc).

The following documents are required to be attached with Bio data form.

1. Mark Sheet of all the groups of CS Final
2. Certificate of Practice issued by ICSI
3. Certificate for additional Qualification issued by Institute/University alongwith
marksheet.
4. Documents of Work Experience
5. Key Assignments handled
6. Work force employed
7. Fee for handling this assignment (**in a separate sealed envelope**)
8. Self Declaration about Anti- black list information as per Annexure A
9. Constitution documents (if Company then MOA, AOA & Incorporation Certificate, If
Partnership Firm then Partnership Deed, etc as applicable)

BIO-DATA

NAME : _____

ADDRESS : _____

PHONE NO. : Land Line: _____ Mobile: _____

E-MAIL ID. : _____

DATE OF BIRTH: _____

ACADEMIC/PROFESSIONAL QUALIFICATIONS:

Exam Passed	Year	Subjects	Marks (%)	Board/Uni./Institution
CS	Intermediate			
	Final Exam			
Additional Qualifications				

Computer Proficiency : _____

Languages Known : _____

Work experience : _____ (Total Years)

(Give details of experience

with present work profile) :

1. _____
2. _____
3. _____

SIGNATURE: _____

NAME : _____

ANNEXURE A: ANTI- BLACKLISTING INFORMATION

Format for Affidavit certifying that An Applicant is not blacklisted

(On a Letter Head)

I M/s., (name and address of the registered office) hereby certify and confirm that I or any of our promoter(s) / director(s)/ partner(s) are not barred by Government of Gujarat (GoG) / any other entity of GoG or blacklisted by any State Government or Central Government / Department / Agency in India or from abroad from participating in Project/s, either individually or as member of a Consortium as on the _____- (Application Submission Date) as well not debarred/ suspended by ICSI. We further confirm that we are aware that our application for this assignment would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this assignment at any stage including pre-assignment handling period and thereafter during the assignment period. Dated this day of, 2018.

<Name of the Applicant>

<Signature of the Authorized person>

<Name of the Authorized Person>