

DMICDC NEEMRANA SOLAR POWER COMPANY LIMITED

Job description for the post of "COMPANY SECRETARY"

Company Profile

The Delhi-Mumbai Industrial Corridor (DMIC) Project, aims at creating a globally competitive environment and state-of-art infrastructure in the region covering six States including Rajasthan to activate local commerce, enhance foreign investment and attain sustainable development. This is a major infrastructure project being implemented in partnership with Government of Japan.

Government of India in association with Japan had proposed to develop a Model Solar Power Project at Neemrana, Rajasthan using cutting edge Japanese technology. The Model Solar Power Project is conceived as the first Smart Micro-Grid project in India, to demonstrate the integration of solar power with industrial diesel generator sets (as the backup facility). The Model Solar Power Project consist of the development of 6 MW Solar PV and 1.6 MW Diesel Generator Set integrated with a Smart Micro Grid feeding power to industrial consumers in Neemrana Industrial Park.

Project Objective

The objectives of the project include:

- Demonstrating the implementation of an integrated solar and smart grid project;
- Encourage the use of sustainable, carbon neutral and efficient energy mechanism;
- Wide dissemination of technology and its performance in India.

The project would not only produce green power but also save carbon dioxide emission by reducing diesel consumption while incorporating cutting edge technology from Japan. The success of the project is also expected to promote the manufacture of solar panels and other equipment facilities in India.

Job Description

- Drafting of all types of commercial Agreements.
- Negotiation with other party on commercial/ legal terms.
- Compliances under Company Law.
- Responsible for Secretarial, legal & compliance related matters of the Company.
- Organising, preparing agendas for, and taking minutes of board meetings and general meetings.
- Dealing with correspondence, collating information and writing reports, ensuring decisions made are communicated to the relevant company stakeholders.
- Compliance with FEMA.
- Maintaining books, registers, records etc. as per the applicable laws and filing of returns etc. with MCA, RBI, DPE, including the security of:
 - Company seal
 - Certificate of Incorporation
 - Certificate(s) on change of name

- Memorandum and Articles of Association
 - Directors' service contracts
 - Share certificates and stock transfers forms
 - Other documents of title
- Liaise with various Government Departments to ensure statutory compliance/ approvals.

Minimum Requirements:

- **Nationality:** Indian
- **Preferable Age:** 25-35 years. The person must be in sound mind and health.
- **Qualification:** Should be a graduate from a recognised University and an Associate/ Fellow Membership of Institute of Company Secretaries of India. LLB/CA/ICWA/MBA (Finance) shall be an added advantage.
- **Experience:** Minimum 2 year of post-qualification experience and handling with Secretarial and legal responsibilities and dealing with various authorities, tribunals and forums.

Knowledge and Skills:

- Must possess strong domain knowledge and understanding of Corporate Laws, Corporate Governance, contract laws, registration, stamping, FEMA etc.
- Drafting of various agreements and contracts of the Company.
- Skills in organising resources and establishing priorities.
- Analytical reasoning and decision making ability.
- Ability to foster collaborative work environment in a multi-cultural and multi-ethnic environment.
- Strong interpersonal skills and the ability to work effectively with wide range of constituents in a diverse community.
- Ability to communicate effectively, both orally and in writing.

Selection Process:

- The qualified incumbents may be taken under the payroll of "DMICDC Neemrana Solar Power Company Limited". The age of superannuation shall be 60 years. Joining will be immediately after selection.
- A Selection Committee will be constituted to shortlist, interview and recommend the candidate.

HOW TO APPLY

Resumes and duly filled application forms can be sent by post/ courier/ hand delivery at the following address, which should reach on or before **06th October, 2016 at 6:00 PM.**

Delhi Mumbai Industrial Corridor Development Corporation Limited
Room No. 341-B, 3rd Floor, Hotel Ashok
Diplomatic Enclave, 50 B Chanakyapuri,
New Delhi-110021