

**TAMILNADU TRADE PROMOTION ORGANISATION**  
**(A Joint Venture of ITPO (Govt. of India) and TIDCO (Govt. of Tamil Nadu))**

Adv. No. TNTPO/Admin/1050A/2024

Date: 09.11.2024

**Engagement of Company Secretary in TNTPO on a contract Basis**

Applications are invited for the engagement of the Post of Company Secretary on a contractual basis initially for a period of one year and a further period as per the requirements of TNTPO, on a consolidated pay of Rs. 60,000 to Rs.75,000/- (Negotiable as per experience and market standard) per month minus TDS. Interested candidates, who fulfill the following eligibility criteria, may apply for the post: -

Name of the Post	Company Secretary on Contract Basis
Consolidated Pay (per month)	Rs.60,000 to Rs.75,000/- (Negotiable as per experience and market standard)
Educational Qualification	The Institute of Company Secretaries of India (ICSI) and should be an Associate / Fellow Member of ICSI.
Desirable Additional Qualification	BL / LLB
Desirable Experience	<ol style="list-style-type: none"><li>i) The candidates have required 3 - 5 years of relevant post-qualification experience in secretarial compliance, preferably in Govt. Sector.</li><li>ii) Knowledge of Computer Applications and Good exposure in MS Office.</li><li>iii) Company Secretarial set-up with good understanding &amp; knowledge of Companies Act, Rules and Regulations, Competition Act, FEMA Act, maintenance of statutory books/ registers/ records/ etc., Memorandum and Articles of Association, other regulatory bodies SEBI etc.</li></ol>
Age	The maximum age limit is 45 years as of the closing date of receipt
Job Profile	<p>Convening of board meetings, committee meetings and general meetings with required preparation agendas and minutes and Liaisoning with various statutory bodies. Handling all legal cases/ RTI petitions pertaining to TNTPO</p> <ul style="list-style-type: none"><li>❖ All secretarial functions as required under the Companies Act.</li><li>❖ Coordination with ROC and secretarial activities.</li><li>❖ Must have good communication skills.</li><li>❖ Liaising with external regulators and advisers, such as lawyers and auditors...etc</li></ul>

	<ul style="list-style-type: none"><li>❖ Must have legal exposure for drafting, and vetting of legal documents, agreements, and contracts of the organization.</li><li>❖ Government Companies experience is preferable.</li><li>❖ Drafting and circulation of Resolutions in accordance with Rules and Provisions under the Companies Act.</li><li>❖ Maintaining and act as the custodian of statutory registers and secretarial records.</li><li>❖ As per requirement of the Companies Act, collecting disclosures, consents etc. from the Directors and submit before the Board.</li><li>❖ Drafting and vetting various kinds of legal documents such as Leave and License Agreements, Service Agreement, Memorandum of Understanding, Vendor Agreements, Settlement Deed and their addendum. Monitoring of Legal obligation to the company.</li><li>❖ Interpretation of Law, Rules, Regulations as well as agreements. Ensuring their enforceability to safeguard the interest of the Company.</li><li>❖ Coordination with Advocates/ Councils on behalf of the Company in respect of court cases.</li><li>❖ Well-versed with Arbitration proceedings and also represent the company in Arbitration.</li><li>❖ Providing legal advice and making recommendations to Management thereof.</li><li>❖ Coordination with Statutory Auditor, Internal Auditor etc. regarding Secretarial Compliances.</li><li>❖ Coordination with Internal Auditor for conducting and concluding Internal Audit Assignments.</li><li>❖ Preparing MIS and/or any other necessary data as required by the Statutory Auditor, Internal Auditor or Company as related to Companies Act.</li><li>❖ Preparing and submission of various E-forms for intimation/ approval to ROC/ Central Government in a timely manner.</li><li>❖ Manage various compliances through Registrar, Transfer Agent etc. related to Shares of Company. Manage reconciliation of Share Capital and all other tasks related to securities of the Company.</li><li>❖ Manage the Secretarial/ Compliance Audit.</li><li>❖ Assist in developing a corporate and social sustainability framework.</li><li>❖ Liaising and coordination with various statutory bodies like Registrar of Companies, other Government Department etc. regarding secretarial matters</li></ul>
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	<ul style="list-style-type: none"> <li>❖ Liaisoning with external regulators and advisers such as lawyers, auditors etc. regarding secretarial matters.</li> <li>❖ Handling of ROC compliances applicable to the company under the Companies Act 1956/2013.</li> <li>❖ Preparing the Annual Report and Annual Return of the company and filling it with ROC in a timely manner.</li> <li>❖ Vetting of Legal Documents, Agreements, and contracts of the company.</li> <li>❖ Any other secretarial work related to the Company as assigned by the MD.</li> </ul>
Last Date for Submission	18.11.2024 at 05.00 PM

**Note:**

- 1. Age and experience will be reckoned as on the closing date of receipt of applications.**
- 2. Applications are invited only through e-mail ([careers@chennaitradecentre.org](mailto:careers@chennaitradecentre.org))**

**Important Instructions:**

1. Candidates against whom civil or criminal cases are pending are not eligible to apply for the post. Candidates applying for this post should submit a declaration in this regard.
2. In case of any criminal case is filed or conviction/punishment is imposed on a candidate after submission of the application at any stage of the selection process before the completion of the selection process such candidate should report this fact to the Tamil Nadu Trade Promotion Organization in the next immediate stage.
3. Failure to comply with these instructions shall result in the rejection of their candidature for the post.
4. TNTPO reserves the right not to fill the posts without assigning any reason what so ever. Mere fulfilling the criteria will not vest any right of the candidate to be called for an interview.
5. In case, it is found at any stage that a candidate does not fulfill the eligibility criteria and/or that he/she has furnished incorrect/false information/certificate/ documents or has suppressed any material information, his/her candidature will stand cancelled.
6. If any of these shortcomings are detected even after the appointment, his/her services are liable to be terminated.

**Other instructions:**

- a. The recent Passport size photograph, photocopies of Educational Qualifications and Experience should be enclosed with the application and the original should be produced at the time of interview.
- b. The candidates are required to appear for an interview at their own expense. TNTPO reserves the right to shortlist and/or reject any or all the applications without assigning any reason.
- c. Kindly find the application form below and submit the scanned copy after duly filling it along with the required scanned documents through e-mail ([careers@chennaitradecentre.org](mailto:careers@chennaitradecentre.org))

Date: 09.11.2024

Place: Chennai

Sd/-  
**Managing Director**  
**TNTPO**

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Application for \_\_\_\_\_  
(To be filled in Block letters)

Affix recent  
Coloured  
Passport size  
Photograph

- (1) Name: \_\_\_\_\_
- (2) Father's/Husband's Name: \_\_\_\_\_
- (3) Date of Birth/ Age as on the closing \_\_\_\_\_  
date of receipt of applications:
- (4) Permanent Address: \_\_\_\_\_  
\_\_\_\_\_
- (5) Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_
- (6) Educational Qualifications: \_\_\_\_\_
- (7) Experience specifying the name of the Organization, post held from time  
to indicating the pay scale and duration of the post:  
(Please attach a separate sheet, if needed)
- (8) Telephone/Mobile no., \_\_\_\_\_
- (9) E-mail id: \_\_\_\_\_
- (10) Aadhaar No. \_\_\_\_\_
- (11) Any other relevant information (Attach separate sheet, if needed)

Date: \_\_\_\_\_

Place: \_\_\_\_\_

(Signature)