

Part time Consultant as Company Secretary

Part Time Consultant to undertake the work of Company Secretary is required for NIXI. A person who is qualified Company Secretary or a company who has qualified Company Secretaries with minimum 05 years' experience may apply. The last date of receipt of applications is 31st - July, 2021.

Works (minimum but not limited to) expected are:

- 1) Liaison with the ROC & other concerned departments for company related to secretarial matters.
- 2) Preparation and circulation of agenda and notice for BOD meeting, Annual General Meetings and Extraordinary General Meeting as required under The Company Act, 1956 after the relevant information from and detailed discussion with the Companies officials.
- 3) Preparation of Minutes of BOD Meetings/AGM/EGM as per the Companies Act, 2013 with the co-operation of company officials.
- 4) To collect information and relevant details for preparation of Director report as required under the provisions of report/s 217 of the The Companies Act, 2013.
- 5) To circulate the Resolutions u/s 289 among the Board of Directors.
- 6) Discussions and preparations of any major issues as directed by CEO to be presented before Board of Directors.
- 7) Preparation and submission of forms, Returns & Documents, required to be filled under the various provisions of The Companies Act, 2013 with the Register of Companies and/or any other Department concerning Secretarial matters. This would mainly involve submission of following.
 - a) Form No. 23 u/s 192.
 - b) Form No 29 u/s 264 (2)
 - c) Form No. 32 u/s 303 (2).
 - d) Annual Returns u/s 159.
 - e) Balance Sheet u/s 220.
 - f) Any other forms, documents & returns as required by the companies Act,2013

8) Maintenance of Statutory records.

- a) Register of Members- Sec.150
 - b) Register & Returns- Sec 163.
 - c) Minutes Book of Meetings of Directors Sec-193.
 - d) Minutes Book of Proceedings of General Meetings- Sec. 193
 - e) Register of Directors, Managing Directors and Manager-Sec.303.
 - f) Register of Directors, Shareholdings-Sec 307.
 - g) Register of Directors' Attendance-As per regulation 71 contained under Schedule-1 to the Companies Act 1956.
 - h) Register of Documents Sealed
 - i) Any other records as required by the Companies Act, 1956.
- 9) Any other work as desired by the Board/CEO within the ambit of this board scope of the work relating to the Company Secretarial Matters.
- 10) Preparation of Minutes and agenda of monthly management committee meeting of NIXI.

Compensation is not a limit for suitable candidate or suitable company.

Share your application at nixi@nixi.in