

ADVERTISEMENT FOR THE POST OF CONSULTANT (COMPANY SECRETARY) PURELY ON CONTRACT BASIS

ABOUT US

National Internet Exchange of India (NIXI) The National Internet Exchange of India (NIXI) is a non-profit Company incorporated under Section 25 of the India Companies Act, 1956 (now section 8 under Companies Act 2013) with an objective of facilitating improved internet services in the country. NIXI was registered on 19th June, 2003 and performs three operations -

National Internet Exchange of India (NIXI) was set up for peering of ISPs among themselves for the purpose of routing the domestic traffic within the country, instead of taking it all the way to US/Abroad, thereby resulting in better quality of service (reduced latency) and reduced bandwidth charges for ISPs by saving on International Bandwidth. NIXI is managed and operated on a Neutral basis, in line with the best practices for such initiatives globally. Website – www.nixi.in

.IN Registry is India's Country Code Top Level domain (ccTLD). The Govt. of India delegated/authorized the operations of .INRegistry to NIXI in 2005. The INRegistry operates and manages India's .IN ccTLD. Now .IN domain names are available to anyone on first- come-first-served basis. Website – www.registry.in

.IN Registry and Internationalized Domain Names (IDNs): Since 2005, NIXI also manages the .IN Registry (www.registry.in) including 15 IDN TLDs. At present, 137 Registrars have been accredited to offer .IN domain Name registration worldwide to customers. This has helped proliferation of web hosting in the country and promotion of Indian language content on the Internet.

IDN's in Hindi, Bodo, Dogri, Konkani, Maithili, Marathi, Nepali Sindhi, Bangali, Gujarati, Manipuri, Punjabi, Tamil, Telugu and Urdu languages were launched during the year 2014-

15. The General availability of all the remaining Indian languages i.e. Assamese, Kannada, Oriya, Malayalam, Santali, Sanskrit, Sindhi, Kashmiri started from 15th July, 2020

Indian Registry for Internet Names and Numbers (IRINN) in India that provides allocation and registration services of IP addresses and AS numbers, and contributes to the society by providing Internet-related information as a non-profit, affiliation-based organisation, and performing research, education and enlightenment activities. IRINN is a division functioning under NIXI and provides allocation and registration services of Internet Protocol addresses (IPv4 & IPv6) and Autonomous System numbers to its Affiliates .It is a not-for-profit, Affiliates based entity, with the primary goal of allocation of Internet resources to its Affiliates. Website

– www.irinn.in

NIXI is looking for young & dynamic candidates with brilliant academic record and appropriate experience for the position mentioned below:

Name of the post	Consolidated Pay	Maximum Age	Number of Post	Category
Consultant Company Secretary (CCS)	As per suitability, qualification & experience.	63 Years	One	Contractual
Educational Qualification	Essential: - Graduate in any discipline - Company Secretary (A registered member of ICSI)			
Experience	Two years Post qualification experience as Assistant Company Secretary / Company Secretary in a Company registered under the Companies Act, 1956/2013 and having Membership No of Company Secretary. Should registered as Company Secretary. Kindly attached copy of certificate with resume.			

Candidate's Profile

In addition to the above Qualifications, it is highly desirable that the successful candidate is adept at working with various stakeholders; has good time management skills and has the ability to cope with a fast-paced environment. The successful candidate should demonstrate:

- The ability and confidence to communicate effectively and build strong working relationships with colleagues and all levels of management.
- The ability to analyse problems rigorously and from all angles, showing sound practical judgement.
- The ability to work under pressure.
- An excellent attitude to team working

Description

He will be responsible for:

- Compliance with all statutory and legal compliance applicable to Indian company involving foreign shareholders
- Preparation of all statutory registers, forms, certificates etc. as required under various Acts and regulations

- Preparation and filing of annual returns, forms certificates etc.
- Preparation and circulation of notices, agendas, minutes and resolutions with respect to all board meetings including the annual general meeting; Filing of returns, applications, documents, notices etc. with the Registrar of Companies.
- Collect information and relevant details for preparation of Director's Report as required under provisions.
- Discussions and preparations of major issues as directed by CEO.
- Submission of forms, returns and documents required under the various provisions of The Company Act with the Registrar.
- Preparation of documentation and appropriate filing in respect of any changes to directors, registered office of the company etc.
- Providing general advice with regard to corporate secretarial practice;
- Good knowledge of Indian Companies Act 2013 and related legal regulations like Industrial Disputes Act, Income Tax Act, SEBI, Environmental laws, Foreign Exchange Management Act Have the good relationship with Ministry of Corporate Affairs (MCA) and other statutory authorities as may be required under various legal provisions.
- Other descriptions:
 - **Prepare and file all forms with respect to Companies Act 2013**
 - **Prepare, Conduct and Finalise Board minutes for all board meetings**
 - **Appraise the Senior management team on all critical compliance matters.**
 - **Prepare and Manage Compliance requirements with RBI**
 - **Liaise with consultants, Investors, Lenders for Company Investment requirements.**
 - **Liaise with the Finance team to ensure intercompany transactions are recorded and are compliant with the law.**
 - **Assist in compliance / regulatory matters with respect to trade licenses/shop and the establishment and other commercial laws.**
 - **Assist in compliance with legal/metrology act**
 - **Handle and Manage legal notices to various Loan Customers, Follow-up for case proceedings etc.**
 - **Assist the finance team in handling compliance/scrutiny in indirect tax matters.**

NOTE:

1. The Appointment shall be made purely on contract basis initially for initial period of one year, which is extendable as per requirement and performance of Consultant. The contractual appointment may be terminated by giving three months' notice without assigning any reason at the discretion of the NIXI.
2. The appointment does not give any right to a candidate for regular employment in NIXI.
3. Qualification mentioned in the above table is sacrosanct. No equivalent qualification shall be acceptable for the post.

HOW TO APPLY:

To apply, the under mentioned steps may be followed:

1. Application completed in all respects along with detailed CV/ Resume should be sent by post to “**Shri Dhananjay Singh, Executive Assistant (HR). 9th Floor, B-Wing, Statesman House, 148, Barakhamba Road, New Delhi-110 001**” so as to reach on or before 26.11.2021 in a sealed envelope subscribed as “Application for the Post of Consultant (Company Secretary)” on the top. The application can also be submitted online dhananjay@nixi.in.
2. The Company will not be responsible for postal delay or loss/non-delivery of any applications. No correspondence in this regard will be entertained. The company will also not take responsibility to connect any certificate/remittance sent without application form.
3. Application received after the last date or incomplete will be rejected; Management will not be responsible for any postal delay /loss of document during the transit. No correspondence in this regard will be entertained. Management will also not take responsibility to connect any certificate/remittance sent without application form. Any deviation from the prescribed format will result in rejection of the application.

SELECTION PROCESS:

- The selection process will consist of Interview only.
- The company intends to call for interview on the basis of merit of required qualification only.
- Management reserves the right to fix the standard and specifications for screening and calling the candidates for interview.
- The provisionally eligible/shortlisted candidates for interview will be intimated by post/email/SMS in due course of time. NIXI will not be responsible for any loss of email /information sent due to invalid or wrong email id.

GENERAL INFORMATION / INSTRUCTIONS:

- Only Indian Nationals need to apply.
- NIXI reserves the right to modify/alter/restrict/enlarge/cancel the recruitment process, if need arises, without issuing any further notice or assigning any further notice/any reasons thereof. The decision of the Management will be final and no appeal will be entertained against this issue.
- Mere fulfilment of eligibility norms does not entitle a candidate to be called for the written test/interview. The Management reserves the right to short-list the candidates by imposing norms of merit in the basic qualification prescribed in the advertisement.
- Candidature of the candidate is liable to be rejected at any stage of the recruitment process or after the recruitment or joining, if any information provided by candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement. • Issue of Call letter for Interview does not confer any right of acceptance of candidature and should not be considered as an acknowledgment of fulfilling the eligibility criteria.
- No person shall be eligible for appointment who has been convicted in a Court of law for any offence involving moral turpitude.
- Appointment of selected candidates is provisional subject to his/her being declared medically fit as per the requirement of the company.

**Chief Executive Officer
NIXI,
New Delhi**