



Andhra Pradesh Urban Infrastructure Asset Management Limited
4th Floor, NTR Administrative Block, Pandit Nehru Bus Station, Vijayawada - 520 013 Website:
www.apurban.com

MANPOWER REQUIREMENT NOTIFICATION (MRN) FORM

S. No.	Particulars	Description
1	Position	*Company Secretary (<i>*Key Managerial Personnel position</i>)
2	No. of Position	01 (One)
3	Proposed Grade	Asst Manager / Manager
4	Mode (Consultant / Employee)	Employee
5	Academic / Professional Qualifications	Should be qualified CS (shall be an associate member of Institute of Company Secretaries of India), preferably with LLB
6	Post qualification experience (specific requirement)	Minimum of 5 to 7 years of experience out of which minimum 5 years as Company Secretary
7	Reporting to	CEO / CFO
8	Salary / Fee range	As per Ind Stds
9	Scope of Work (If taking for more than a project, then write Project wise SoW)	<ul style="list-style-type: none">• To keep track of changes in applicable laws and regulations and update the Board and Senior Management on matters affecting the Company• To ensure compliance with the provisions of the Companies Act, 2013, applicable rules, regulations, guidelines and other statutory requirements, and to ensure timely implementation of decisions & resolutions of the Board of Directors & its Committees.• To effectively perform the role of a nodal interface between the Shareholders, Board of Directors, Management, Regulators and Statutory Authorities, ensuring smooth coordination in matters relating to the Company's functioning and regulatory compliance• To convene, coordinate and manage meetings of the Board of Directors, Board Committees and Shareholders, including preparation of agendas, notes, minutes, follow-up actions and custody of statutory records.• To handle all statutory filings, disclosures, registers, returns and records, including compliance under RTI Act (as applicable), and to oversee the day-to-day functioning of the Company Secretarial Department• To provide secretarial, governance and compliance support to the Management in matters relating to the legal and regulatory framework, including coordination with legal advisors, auditors and consultants, as required
10	Gender specific	Neutral
11	Location	Vijayawada
12	Any other point, you would like to mention	Proficiency in Telugu is preferred

Note: Apply for the above said position through Standard CV Format (available at our website: www.apurban.com/careers.php) along with detailed CV and send at: jobs@apurban.in (properly mention position name in subject line)