



### **MANPOWER REQUIREMENT NOTIFICATION (MRN) FORM**

<b>S. No.</b>	<b>Particulars</b>	<b>Description</b>
<b>1</b>	<b>Position</b>	*Company Secretary (* <b>Key Managerial Personnel position</b> )
<b>2</b>	<b>No. of Position</b>	01 (One)
<b>3</b>	<b>Proposed Grade</b>	Asst Manager / Manager
<b>4</b>	<b>Mode (Consultant / Employee)</b>	Employee
<b>5</b>	<b>Academic / Professional Qualifications</b>	Should be qualified CS (shall be an associate member of Institute of Company Secretaries of India), preferably with LLB
<b>6</b>	<b>Post qualification experience (specific requirement)</b>	Minimum of 5 to 7 years of experience out of which minimum 5 years as Company Secretary
<b>7</b>	<b>Reporting to</b>	CEO / CFO
<b>8</b>	<b>Salary / Fee range</b>	As per Ind Stds
<b>9</b>	<b>Scope of Work (If taking for more than a project, then write Project wise SoW)</b>	<ul style="list-style-type: none"><li>• To keep track of changes in applicable laws and regulations and update the Board and Senior Management on matters affecting the Company</li><li>• 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 &amp; resolutions of the Board of Directors &amp; its Committees.</li><li>• 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</li><li>• 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.</li><li>• 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</li><li>• 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</li></ul>
<b>10</b>	<b>Gender specific</b>	Neutral
<b>11</b>	<b>Location</b>	Vijayawada
<b>12</b>	<b>Any other point, you would like to mention</b>	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](http://www.apurban.com/careers.php)) along with detailed CV and send at: [jobs@apurban.in](mailto:jobs@apurban.in) (properly mention position name in subject line)*