



INSOLVENCY PROFESSIONAL AGENCY
OF INSTITUTE OF COST ACCOUNTANTS OF INDIA

**INSOLVENCY PROFESSIONAL AGENCY OF INSTITUTE OF COST ACCOUNTANTS OF
INDIA**

Date: 18, February, 2019

ADVERTISEMENT FOR THE POST OF COMPANY SECRETARY

	Company Secretary
No. of Vacancy	1
Age as on 1 st March, 2018	Not exceeding 35 years
Qualification	Member of ICSI with minimum 50 % of marks
Experience	3 to 4 year of professional experience
Fixed Remuneration per month	Rs. 40,000 - 45,000/-
Nature of Engagement	On contract for 2-year subject to annual review
Place of Posting	New Delhi
Last Date to Apply	28 February,2019

Job Description

Roles and Responsibilities of Company Secretary

- Ensure that the company complies with the relevant legislations and Regulations, and keeps board members, Senior Management and other Key Personnel informed of their legal responsibilities_
- To ensure that the company and its directors operate within law. It is also the responsibility to register and communicate with professional members to ensure that proper grievance mechanism are provided and to maintain company records such as

lists of directors and shareholders, relevant registers and all others legal and necessary documents in relation to applicable laws and regulations.

- Specifically you will be performing the following duties as company secretary of IPA Corporate Law Compliances: Ensure the compliances related to applicable corporate laws of IPA such as:
 - a) Secretary of Board of Directors/ committee wherein she has been nominated as Secretary.
 - b) Filing, registering, representing, attesting or verifying any document including forms, returns, and applications by or on behalf of the company as an authorised representative.
 - c) Maintenance of all types of records or register under Companies Act, 2013 and rules and regulations thereunder.
 - d) Advising on legal and procedural matters under the Companies Act, 2013 and related corporate laws.
 - e) Any other matter advised/ directed by the Board of Directors, Key Managerial Personnel, Senior Officials or Member's/ Shareholders or other stakeholders.

Additionally, you will be performing the following functions

- Provide Support in research work in IBC domain including writing research paper & critically examining various draft rules & regulations under IBC by IBBI for Public comments from time to time

General Information:

- The candidates shall be required to email their application on ipa@icmai.in No other means/ mode of application shall be accepted.
- The post is purely on contractual basis. This engagement is not a regular employment in the IPA-ICAI. During the period of engagement, the person should not hold a certificate of practice or engaged in any other occupation. Further renewal of the engagement will subject to approval of the competent authority(s).
- IPA-ICAI will consider increased remuneration based on the satisfactory performance of the candidate, after completion of a period of one year.
- Mere submission of application and fulfilling the eligibility criteria does not give any right to any person to appear for interview etc. Only Shortlisted candidates will be called for the Interview.
- Original and attested copies of all document in proof of Age, Qualifications, Experience, for the minimum period of experience as indicated for the post, etc. should be submitted by the candidates if called for Interview.
- Engagement will be subject to the Rules and Regulations of the IPA of Institute in force from time to time. Other benefits (if applicable) shall be as per the rules of the IPA of Institute as amended from time to time.

- In case it is found that Information furnished by a candidate is false or defective in any manner, the candidature of such persons will be summarily rejected as and when it comes to the notice of the management. The candidates are advised to satisfy themselves fully about the correctness of the information furnished.
- The decision of management of the IPA of Institute in the selection process shall be final.
- The management of the IPA of Institute reserves the right to reject any application without assigning any reason whatsoever.
- Candidates are advised to submit the online Applications.