



### Contractual Recruitment – 2024

Tourism Corporation of Gujarat Limited, Gandhinagar invites eligible candidates for Walk-in-interview for 1 post of Company Secretary on 11 month Contract basis. Interested and eligible candidates as per the criteria given below are instructed to remain present for Walk-in-interview with CV/Resume and all relevant documents pertaining to education qualification and experience.

Name of the Post	No of Post	Monthly CTC In Rs	Max. Age Limit	Qualification	Experience
Company Secretary	01	Ranging from INR 1 to 1.6 Lakhs per Month	40 years	A degree of Company Secretary obtained from Institute of Company Secretaries of India (ICSI) and additional qualification in law is preferable	Have about 5 Years' experience (Combined or separate) post qualification in Secretarial function including 2 years as company secretary of any listed or non-listed public company in India.

#### **Job Summary:**

The Company Secretary is responsible for ensuring that the organization adheres to legal and regulatory requirements and maintains best practices in corporate governance. This role includes managing board meetings, filing statutory documents, maintaining company records, advising on corporate laws, and ensuring compliance with the Companies Act, 2013, and other relevant laws.

#### **Details of Roles & Responsibilities:**

##### **Compliance Management:**

- Ensure compliance with the Companies Act, 2013, FEMA, and other statutory requirements.
- Prepare, review, and file necessary forms and returns with the Registrar of Companies (ROC) and other regulatory bodies.
- Oversee compliance with corporate laws, labour laws, and environmental laws relevant to the business.

##### **Corporate Governance:**

- Advise the board on governance best practices and ensure adherence to corporate governance guidelines of TCGL.
- Ensure the company complies with Memorandum and Articles of Association, board resolutions, and company policies.
- Maintain statutory registers, including the register of members, directors, and other mandatory records.

##### **Board and General Meetings:**

- Organize board meetings, annual general meetings (AGMs), and extraordinary general meetings (EGMs) in compliance with statutory requirements.
- Prepare and circulate agendas, notices, and minutes of board and committee meetings.
- Coordinate with directors and management to ensure timely resolutions and actions.

##### **Legal Advisory and Risk Management:**

- Act as the legal advisor to the board and management on issues such as mergers, acquisitions, investments, and joint ventures.
- Advise on regulatory and legal risks in corporate decisions, contracts, and operations.
- Work with external legal advisors, if necessary, for specialized legal matters.

**Liaison with Regulatory Authorities:**

- Serve as the primary point of contact with regulators, including SEBI, ROC, RBI (for foreign investment), and other government bodies.
- Coordinate inspections, audits, and responses to regulatory inquiries.

**Communication with Stakeholders:**

- Act as the bridge between shareholders, board members, and the company's executive management.
- Handle shareholder queries, grievances, and issues related to shares, dividends, and compliance.
- Ensure accurate and timely disclosure of information to shareholders and stakeholders.

**Policy Development and Implementation:**

- Develop, implement, and periodically review company policies, corporate social responsibility (CSR), and ethics policies.
- Assist in drafting and implementing internal corporate policies in line with statutory regulations/ Government Orders.

**Financial Disclosure and Reporting:**

- Collaborate with the finance department to ensure accurate and timely reporting of financial results and disclosures.
- Oversee the filing of audited financial statements with regulators and shareholders as required.

**Professional Skill Requirements:**

- Strong analytical and legal skills with an attention to detail.
- Excellent organizational, communication, and interpersonal skills.
- Proficiency in drafting legal documents, resolutions, minutes, and reports.
- Ability to interact effectively with Board members, senior management and external stakeholders.
- Knowledge of Computer is must. Preference will be given to candidate proficient in English and Gujarati.

**• Document Verification:**

- Candidates must bring self-attested copies of all the relevant certificates/documents along with the original certificates/documents
- In case of verification in Name/Surname/ Name spelling mentioned in the respective certificates pertaining to education/professional qualification/caste/ etc., the applicant shall be required to submit a certificate from SDM or equivalent to this effect along with the respective documents at the time of document verification, failing which his/her candidature shall be liable to be cancelled.
- In case of change of surname of female after her marriage, the candidate is required to furnish marriage certificate.
- The candidates employed in Government/Government Undertaking will have to submit original No Objection Certificate from his/her employer at the time of Document verification.
- Candidates will have to appear for interview on their own expenses and no reimbursement would be done for the same.
- Candidate cannot claim to be selected for remaining present in interview.

**• Date Time & Place of Walk in interview**

- **Date: 07/12/2024**
- **Reporting Time: 11:30 am to 02:00 pm (candidates reporting after 02:00 pm will not be considered for interview.)**
- **Place: Tourism Corporation of Gujarat Limited**  
**Block no. 16/17, 4<sup>th</sup> Floor, Udhog Bhavan,**  
**Sector 11, Gandhinagar - 382010**

## Tourism Corporation of Gujarat Limited

(Government of Gujarat undertaking)

Block No.16/17, 4<sup>th</sup> Floor, Udyog Bhavan, Sector-11, Gandhinagar-38201

Phone No.: 079/23977229, Website: [www.gujarattourism.com](http://www.gujarattourism.com)



### • GENERAL TERMS & CONDITIONS

- This Recruitment will be on purely contractual basis.
- The mere fact that a candidate apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her the right to be definitely selected.
- Candidature of the candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found in conformity with the eligibility criteria mentioned in the advertisement.
- Tourism Corporation of Gujarat Limited has all the Rights to accept or reject the application and also the cancelation of whole Recruitment Process or the selection process without assigning any reason.
- Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or applications in response thereto shall be subject to jurisdiction of courts at Gujarat.
- In case of any ambiguity/dispute arising on account of interpretation other than English, the English version will prevail.

**Note: Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our official website [www.gujarattourism.com](http://www.gujarattourism.com). No further press advertisement will be given. Hence prospective applicants are advised to visit TCGL website regularly to get further updates regarding this recruitment time to time.**

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