



## **INDRAPRASTHA GAS LIMITED**

(A Joint Venture of GAIL, BPCL & Govt. of NCT of Delhi)

IGL Bhawan, Plot No. 4, Community Centre,

Sector 9, R K Puram, New Delhi – 110022

(CIN - L23201DL1998PLC097614)

Date: 10-07-2024

Website: [www.iglonline.net](http://www.iglonline.net)

### **Advt. No. – 07/2024/1**

### **Recruitment of Company Secretary on regular basis**

Indraprastha Gas Limited (IGL) established in 1998 as a joint venture between GAIL (India) Limited, Bharat Petroleum Corporation Limited (BPCL), and the Government of NCT of Delhi, is a leading natural gas distribution company in India. IGL is committed to provide safe, reliable, and environment-friendly natural gas to domestic, commercial, industrial, transport sectors and has always been at the forefront of promoting clean and green fuel solutions.

IGL invites applications from highly competent, experienced and self-motivated candidates with a passion for excellence for the post of **Company Secretary**. The candidate who is willing to be part of ever growing & profit making organization and are ready to take the challenging role in creating a significant impact in this ever growing sector, may apply through ONLINE for the post subject to meeting the eligibility criteria as per details given below:

<b>Post Name</b>	Company Secretary
<b>Number of Post</b>	One (01)
<b>Level</b>	CGM (L4) Level
<b>Place of Posting</b>	Corporate Office, New Delhi
<b>Educational Qualification</b>	1. Should have passed the final examination of the Institute of Company Secretaries of India (ICSI) and should be an Associate / Fellow Members of ICSI. 2. Should have minimum 60% marks in Class 10th and Class 12th
<b>Post Qualification Experience (Essential)</b>	Candidates shall have the post qualification experience of minimum 22 years in a reputed company in executive cadre or equivalent Position out of which 3 years current experience must be as designated Company Secretary in top 300 listed Companies as per market capitalization based on the data available on NSE/BSE website after closing of market as on 10 <sup>th</sup> July 2024
<b>Relevant Experience</b>	Candidate served maximum years of service in listed Companies on NSE/BSE will be given preference
<b>Other Qualification</b>	Additional qualifications such as LLB / LLM / CA / CMA / MBA (Finance) will be given preference
<b>Age Limit</b>	Max 51 years as on 10 <sup>th</sup> July 2024
<b>Compensation</b>	Commensurate with experience and Company's Policies.

## IMPORTANT DATES:

Activity	Date
Commencement of Online submission of application by candidates	10-07-2024
Last date for online submission of application by candidates	09-08-2024

## JOB PROFILE :

The position is responsible for overseeing the company secretarial functions, coordination amongst the leadership for implementation of Board decisions and ensuring statutory compliances related to board of directors, shareholders and the organization's stakeholders. Detailed Job Description is attached at **Annexure – I**.

## SELECTION PROCESS :

- a. Selection will be on the basis of Educational Qualification, Experience and Performance in personal Interview.
- b. On the basis of scrutiny of the application and uploaded documents, merit list for eligible candidates will be prepared and shortlisted candidates will be called for Interview keeping in view the Relevant Experience and Additional Qualification.
- c. Screening and selection will be based on the details provided by the candidate; hence it is necessary that applicants should furnish accurate, full and correct information. Furnishing of wrong / false information will lead to disqualification and IGL will NOT be responsible for any consequence of furnishing of such wrong/false information.
- d. All the candidates claiming to fulfil requisite eligibility criteria be advised to upload the relevant supporting documents as mentioned in this advertisement.

## APPLICATION PROCESS :

- 1) Candidates are requested to apply online only on [iglonline.net/careers](http://iglonline.net/careers) after reading detailed advertisement. No other mean/mode of application shall be accepted.
- 2) All the details mentioned in the online form will be treated as final and no request for changes will be entertained later on. Therefore, candidates are advised to fill the ONLINE form with utmost care making correct entries in the respective fields.
- 3) Documents required to be uploaded at the time of applying for post:
  - a. 10<sup>th</sup> & 12<sup>th</sup> Mark sheet and Certificate in PDF Format
  - b. Marksheet & Certificate of Final Examination issued by ICSI in PDF Format
  - c. Certificate of Associate/Fellow Membership issued by ICSI in PDF Format
  - d. Updated Curriculum Vitae (CV) in PDF Format
  - e. Recent passport size photograph and signature in JPEG Format
- 4) After submitting the application form a unique Application Number will be generated. The candidate can keep the same for future reference.

## **DOCUMENTS REQUIRED AT THE TIME OF INTERVIEW/DOCUMENT VERIFICATION ALONG WITH ORIGINAL:**

- 1) Updated Curriculum Vitae
- 2) 02 recent passport size photographs
- 3) Copy of 10<sup>th</sup> & 12<sup>th</sup> marksheet and certificate
- 4) Copy of Graduation marksheet and certificate
- 5) Copy of marksheet and certificate issued by Institute of Company Secretaries of India (ICSI) for passing the final examination and an Associate / Fellow Members of ICSI
- 6) Copies of all certificates and marksheets of Essential Qualification and other additional qualifications, if any.
- 7) Complete and Proper Experience certificates/ Documents issued by the Employer in support of experience details mentioned by the candidate in the online Application Form.
- 8) Copy of last pay slip/salary slip
- 9) Valid ID proof (Aadhar / PAN / Driving License / Voter ID card).
- 10) Documentary proof towards listing of the organization/company/Institution on **NSE/BSE** in the relevant Financial Year of employment. In case of listing of the organization/company/Institution for the part duration on NSE/BSE during any Financial Year, the same shall be submitted with relevant documents.

## **GENERAL INSTRUCTIONS :**

- 1) Only Indian Nationals are eligible to apply.
- 2) Before applying, candidates should ensure that they fulfil the eligibility as on the cut- off date.
- 3) Cut-off date for eligibility criteria is **July 10, 2024**.
- 4) Application with incomplete / wrong particulars will not be considered.
- 5) Candidates will be required to submit documentary evidence of eligibility during the shortlisting / selection process within stipulated time as advised by IGL.
- 6) Candidates are advised to submit only one application. In case of multiple applications from a candidate, the latest one shall be considered as final and the earlier applications shall be rejected without any notice.
- 7) The candidature of the shortlisted applicants would be provisional and subject to subsequent verification of certificates/documents.
- 8) Appointment to the post will be subject to the candidate being medically fit.
- 9) The candidate called for interview who come from places beyond the distance of 32 km will be reimbursed actual expenses incurred on travel to and from the place of interview as per the policy of Company on production of ticket / boarding pass as documentary evidence in respect of the onward journey (eligible travel modes include Economy Class Air Travel or AC Class 1 Rail Travel).
- 10) IGL reserves the right to cancel/restrict/curtail/enlarge the recruitment/selection process thereunder without any further notice and without assigning any reasons.

Any further corrigendum/addendum would be uploaded on IGL website [iglonline.net/careers](http://iglonline.net/careers)

## **JOB DESCRIPTION FOR THE POSITION OF COMPANY SECRETARY**

### **ROLES & RESPONSIBILITIES**

#### **❖ General**

The position is responsible for overseeing the company secretarial functions, coordination amongst the Head of Departments for implementation of Board decisions and ensuring statutory compliances related to board of directors, shareholders and the organization's stakeholders.

#### **❖ Key Functions / Responsibilities**

- Ensuring that the Corporate Governance is as per regulatory and statutory guidelines from a compliance perspective.
- Ensuring compliances under Companies Act 2013 and SEBI Listing Regulations, Insider Trading Regulations etc.
- Identify the timelines and agendas of the Company's board meetings/Committee meetings ensuring timely and smooth coordination for conducting various meetings.
- To provide strategic inputs to management and board members when solicited.
- To effectively handle and manage investor grievances and strive for satisfactory resolution.
- To ensure timely compliance of all statutory requirements.
- To ensure timely preparation of MIS and reports for management's use.
- To act as professional advisers in relation to various corporate matters.

#### **❖ Conducting Board /Shareholders Meetings**

- To ensure smooth secretariat function for IGL resulting in efficient business operations.
- To coordinate with directors and various departmental heads for Board Meetings and various statutory and non-statutory Committee meetings.
- To coordinate for fixing up time slots, preparation of agenda papers for the above mentioned meetings.
- To ensure timely preparation of minutes for the above-mentioned meetings.
- To ensure coordination for the printing and dispatch of annual reports to shareholders.
- To coordinate for conducting annual general meetings of shareholders (physical/virtual mode) and approval of resolution(s) through Postal Ballot.

#### ❖ **Registrar & Transfer Agent / Dividend**

- To supervise the process of Registrar & Transfer Agent and ensure smooth operational activities.
- To coordinate for and arrange payment of Interim and Final dividend to promoters as well as various shareholders.
- To coordinate for various activities pertaining to Investor Education and Protection Fund.
- To address any queries related to dividend payments.

#### ❖ **MIS & Reporting**

- To prepare various reports and documents for meeting related events.
- To prepare various reports for annual general meeting of the shareholders like
  - Preparation of Directors report
  - Corporate governance report
  - Management discussion and analysis
  - Business Responsibility and Sustainability Report
  - Notices, minutes of Annual General Meeting

#### ❖ **Shareholders Grievance Handling**

- To address and resolve shareholders grievances or queries.
- To ensure correspondence with the shareholders in case of any grievance or query.

#### ❖ **Statutory Compliance**

- To ensure adherence to various statutory, regulatory and legal compliances by IGL viz. Listing agreements with Stock exchanges (BSE and NSE)
- To ensure compliances of Companies act and SEBI Regulations.
- Appointment/cessation of Directors and ensuring composition of Board / Committees as per law.
- To ensure filing of various returns to Registrar of Companies (ROC).
- To interact and coordinate with various authorities like ROC, ministry of corporate affairs etc.
- Maintain and retain all statutory records/books/registers.

#### **KEY CHALLENGES**

- Statutory compliances in a time bound manner.
- Smooth coordination with Directors / Promoters and Departmental Heads.
- To ensure that grievances of shareholders are resolved in timely and satisfactory manner.
- To keep oneself abreast with the latest changes in the laws / regulations