

NICDC LOGISTICS DATA SERVICES LIMITED

Job description for the post of “Company Secretary”

COMPANY PROFILE

NICDC Logistics Data Services Limited was incorporated on 30th December 2015 as a joint venture company between National Industrial Corridor Development and Implementation Trust (NICDIT) (formerly known as DMIC Trust) & NEC Corporation Japan with 50% equity from both parties.

The objective is to provide the Export-Import Container visibility service across India along with comparative performance metrics for all Logistics Container Operators to enable the users in taking informed decisions.

The flagship product of the company “Logistics Databank System (LDB System)” would be an overarching solution that will integrate the information available with various agencies across the supply chain to providedetailed real time information within a single window.

The company’s vision is to reduce the overall lead time of the container movement by streamlining the operations and help in reducing the transaction cost for the Government of India as a result of predictability & optimization achieved through the system.

JOB DESCRIPTION AND KEY RESPONSIBILITIES

- Drafting of all types of commercial/ legal Agreements.
- Negotiation with other party on commercial/ legal terms.
- To provide solution oriented legal advisory, guidance on specific issues as may be sought by different functions/departments.
- Handle Trademark registration and all intellectual property related matters.
- To ensure that the company complies with the applicable secretarial standards as issued by ICSI.
- Ensuring all compliances related to Companies Act, 2013 and filing of various forms (including XBRL) with ROC.
- To handle Board, Committee & General Meetings and implement the decisions taken by the Board/Committee/Members.
- Organizing, preparing agendas for, and taking minutes of various Board/ Committee meetings.
- Dealing with correspondence, collating information, and writing reports, ensuring decisions made are communicated to the relevant company stakeholders.
- Compliances with FEMA and RBI guidelines.
- Maintenance of Statutory Registers, Minutes and other records of the Companies as per the provisions of the Companies Act, 2013.
- Liaise with various Government Departments to ensure statutory compliance/ approvals.
- Keep abreast of changes in Company Law requirements.
- Competent to deal with ROC, RD and NCLT.
- All other work as may be assigned from time to time.

MINIMUM REQUIREMENTS

1. **Nationality**: Candidate from Indian nationality only.
2. **Preferable Age**: Candidate should not be more than 35 years as on 31st December 2022.
3. **Academic Qualification**: Should be a graduate from a recognized University and an Associate/ Fellow Membership of Institute of Company Secretaries of India. LLB/CA/ICWA/MBA (Finance) shall be an added advantage.
4. **Experience**: Minimum 05 years of post-qualification experience in handling Secretarial and legal responsibilities and dealing with various authorities, tribunals, and forums as on 31st December 2022.

KNOWLEDGE AND SKILLS:

- Must possess strong domain knowledge and understanding of Corporate Laws, Corporate Governance, contract laws, registration, stamping, FEMA etc.
- Drafting of various agreements and contracts of the Company.
- Skills in organizing resources and establishing priorities.
- Analytical reasoning and decision-making ability.
- Ability to foster collaborative work environment in a multi-cultural and multi-ethnic environment.
- Strong interpersonal skills and the ability to work effectively with wide range of constituents in a diverse community.
- Ability to communicate effectively, both orally and in writing.

DESIGNATION, REPORTING & JOB LOCATION

The designation shall be “**Company Secretary**” and reporting will be directly to senior officials of NICDC Logistics Data Services Ltd.

The job location will be in Noida but may require frequent travel to other States.

HOW TO APPLY

Duly filled application form along with the resumes may be uploaded on the Company's website i.e., www.nldsl.in (Careers > Current Openings > Apply Online) or the same may be sent on hr@nldsl.in.

The educational/ experience certificates need not be enclosed along with the application. The same will be called from the shortlisted candidates only.

SELECTION PROCESS: A Selection Committee will be constituted to shortlist, interview and recommend the candidate.

SALARY: CTC Rs.12 Lakhs per annum.