



Advt. No. N-22030/4/2022-DIC/01

DIGITAL INDIA CORPORATION

A section 8 Company, Ministry of Electronics and Information Technology, Govt. of India
Delhi Office: Electronics Niketan Annexe, 6 CGO Complex, Lodhi Road,
New Delhi - 110003 Tel.: +91 (11) 24360199 / 24301756
Website: www.dic.gov.in

WEB ADVERTISEMENT

23.11.2023

Digital India Corporation has been set up by the 'Ministry of Electronics & Information Technology, Government of India', to innovate, develop and deploy ICT and other emerging technologies for the benefit of the common man. It is a 'not for profit' Company under Section 8 of the Companies Act 2013. The Company has been spearheading the Digital India programme of the Government of India, and is involved in promoting use of technology for e[1]Governance, e-Health, Telemedicine, e-agriculture, e-Payments etc. The Digital India programme promotes safety and security concerns of growing cashless economy and addresses challenges confronting its wider acceptance. It also promotes innovation and evolves models for empowerment of citizens through Digital initiatives and promotes participatory governance and citizen engagement across the government through various platforms including social media.

Digital India Corporation is currently inviting applications for the following positions purely on Contract/ Consolidated basis.

S. N	Position	No of Position
1.	Company Secretary	01

Screening of applications will be based on qualifications, age, academic record and relevant experience. Digital India Corporation reserves the right to fix higher threshold of qualifications and experience for screening and limiting the number of candidates for interview. Only shortlisted candidates shall be invited for selection interviews. Digital India Corporation reserves the right to not to select any of the candidates without assigning any reason thereof.

The details can be downloaded from the official website of MeitY & DIC, viz. www.meity.gov.in & www.dic.gov.in

Eligible candidates may apply ONLINE: <https://ora.digitalindiacorporation.in/>

LAST DATE FOR RECEIPT OF APPLICATIONS: 15 days from date of advertisement



1. Job Description

Name of the Post	Company Secretary
Type	Full Time
No. of Post(s):	01
Location:	New Delhi

JOB OBJECTIVE:

A company secretary is a vital link between the company and its Board of Directors, shareholders, government and regulatory authorities and all other stakeholders. He/ She ensures that Board procedures are followed and regularly reviewed and provides guidance to Chairman and the Directors on their responsibilities under various laws. The position commands high position in the value chain and acts as a conscience keeper of the company.

DUTIES AND RESPONSIBILITIES:

Secretarial The Company Secretary is responsible for looking after the overall activities related to Compliances of Company and Forex Law and various rules and regulation thereunder. He/ She would be responsible to:

- Conduct Board Meetings, General Meetings, Audit Committee Meeting, etc.,
- Prepare various draft agenda notes for the Board / Committees of Directors, Directors Report considering company law aspect,
- Prepare and issue Notice of Board Meeting, Committee Meeting & Annual General Meeting as per the Companies Act,
- Draft various resolutions accordance with the provisions of the Companies Act, and rules thereunder,
- Draft Minutes of Board, Committee, Annual General Meetings, etc.,
- File various statutory forms & returns with Ministry of Corporate Affairs,
- Maintain and record Statutory Registers as required under the Companies Act & Rules thereunder
- Collect disclosures, consents etc. required under the Company Law from Directors and submit before Board,
- Advises the company on arbitration, negotiation and conciliation in commercial disputes between various parties
- Coordinate with other functions like Finance, legal etc. for smooth operations of the Company
- Other day to day secretarial work of the company



Legal & Litigation Matter:

The Company Secretary would also provide legal support and represent the Company in certain Civil litigation and perform corporate duties. He would be well versed with Contracts Act, Negotiable Instruments Act, Limitation Act, and Labour Law etc. and responsible for Legal & Litigation matter of the company such as:

- Drafting and vetting various kinds of legal documents like, Sale Deed, Lease Deed, Leave and License Agreement, Franchisee Agreement, Service Agreement, Memorandum of Understanding (MOU), Vendor Agreement, Settlement Deed and their Addendum and monitor legal obligations.
- Interpretation of Law, ruling & regulations as well as agreements and ensured their enforceability to safeguard the interest of the Company.
- Issue and respond to Legal Notices.
- Coordinate with Advocates/Counsel on behalf of the Company in respect of Court Case.
- Advise and represent the Company in different Courts and quasi-judicial body on the behalf of the Company relating breach of businesses contract, employees HR Issues, Labour Issue, Recovery Issue, etc.
- Well versed with Arbitration proceeding and also represent the Company at Arbitration.
- Provide legal advice to the Company and make recommendations to Management.
- Research and prepare legal opinions/suggestion on various civil matters including claims for compensation against the Company.
- To review important legal matters of the Company on regular basis.
- liaising with various statutory bodies like Registrar of Companies, other Government departments, etc.

Other Duties

- Participate and assist Banking Services, Finance and accounting Services Taxation Services, Information Technology
- Will also assist, participate, partner with internal and external stakeholders in areas of
- Corporate Social Responsibility
- Communication with various stakeholders, like Shareholders, Government, Regulators, Authorities etc.
- Industrial and labor laws



OTHER (SKILL) REQUIREMENTS:

- Excellent interpersonal communication at all levels (verbal and written).
- Positive attitude, problem solving and analytical skills.
- Ability to handle a substantial, time-bound workload that requires prioritization and focus
- Skills in supportive supervision, coaching conversations and in developing linkages with internal stakeholders
- Ability to cope with high levels of responsibility and with confidential matters.
- A high level of professionalism which is required on the job at all times.
- Abreast of new technological solutions in area of responsibility to enable speed, accuracy and impact in decision-making
- Ability to work well within the team.
- Computer Literacy.

QUALIFICATION:

Essential Criteria: Should have CS Degree and member of ACS/ FCS Membership of Institute of Company Secretaries of India.

Desirable: A legal degree will be an advantage

EXPERIENCE:

- 5+ years of post-qualification experience with at least 2 years' experience with a reputed organisation/firm.
 - Experience in counselling on all Company Secretarial matters
 - Experience in communicating with senior-level personnel
 - Demonstrated ability to implement process-driven solutions to Company Secretarial issues.
- Exposure to an in-house Company Secretarial department



General Conditions Applicable To All Applicants Covered Under This Advertisement

1. Those candidates, who are already in regular or contractual employment under Central / State Government, Public Sector Undertakings or Autonomous Bodies, are expected to apply through proper channel or attach a 'No Objection Certificate' from the employer concerned with the application OR produce No Objection Certificate at the time of interview.
2. The years of experience mentioned as requirement shall be of post-qualification for all posts.
3. Digital India Corporation reserves the right to fill all or some or none of the positions advertised without assigning any reason as it deems fit.
4. The positions are purely temporary in nature for the project of Digital India Corporation and the appointees shall not derive any right or claim for permanent appointment at Digital India Corporation or on any vacancies existing or that shall be advertised for recruitment by Digital India Corporation in future.
5. Digital India Corporation reserves the right to terminate the appointments of all positions with a notice of one month or without any notice by paying one month's salary in lieu of the notice period.
6. The maximum age shall be as on the last date of receipt of the applications. Screening of applications will be based on qualifications, age academic record and relevant experience.
7. In case of a query, the following officer may be contacted

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Ms. Vinaya Viswanathan
Head- HR
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6 CGO, Complex Lodhi Road,
New Delhi – 110003
Phone No. 011-24303500, 24360199