

## ONGC Tripura Power Company Limited (OTPC)

### Job Description

<b>Position</b>	<b>Assistant Company Secretary (at M2 Grade in Lead Role)</b>
<b>Place of Posting</b>	Corporate Office, Delhi
<b>Qualification</b>	Should have passed the final examination of the Institute of Company Secretaries of India (ICSI) and should be an Associate/ Fellow Member of ICSI. (Internal candidate of OTPC with requisite qualification and experience criteria may also apply for the post)
<b>Experience</b>	Minimum 05 Years of post-qualification executive experience in the relevant area
<b>Industry Type</b>	Power Sector / Oil & Gas / Energy / Engineering / Production / Maintenance / Construction
<b>Compensation</b>	Attractive
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Complete understanding of Corporate Secretarial functions related to board, committees and general meetings, minutes, registers &amp; records, transfer of shares, filling of forms &amp; returns, with statutory authorities and maintaining statutory records.</li> <li>• Shall be responsible for assisting Company Secretary in discharging functions of secretarial department including necessary coordination for Board Meetings, Board Committees and Shareholders Meetings.</li> <li>• Shall be responsible for preparation and filings of necessary intimations/ forms/returns with ROC/MCA and timely updation of Statutory Registers, Monthly and Quarterly Reporting to stakeholders, preparation and printing of Annual Report and other filings as per requirement etc.</li> <li>• Liaison &amp; co-ordination with internal and statutory auditors, secretarial and cost auditors, CDSL, NSDL, Registrar and Share Transfer Agent, Registrar of Companies and other statutory authorities etc., and submitting information and replies to all such authorities etc.</li> <li>• Such other works as assigned by Company Secretary from time-to-time.</li> </ul>
<b>Required Profile</b>	<ul style="list-style-type: none"> <li>• Should be an Associate of Company Secretaries of India.</li> <li>• The Candidate should have a good experience in Corporate Secretarial Functions, Legal Matters and should have exposure of working in computerized environment.</li> <li>• Dynamic and having team playing ability.</li> <li>• Good communication (speaking and writing skills) and articulate.</li> </ul>
<b>Contact Details</b>	<p><b>Company Name:</b> ONGC Tripura Power Company Ltd.</p> <p><b>Website</b> : <a href="http://www.otpcindia.in">www.otpcindia.in</a></p> <p><b>Contact Person</b> : Head – Corp HR &amp; Admin</p>