

CAREER OPPORTUNITIES IN MNGL FOR COMPANY SECRETARY

1. MNGL, invites applications from Indian nationals fulfilling the eligibility criteria for filling up following posts as below (Table-1):

Table-1:

1	<p>CHIEF MANAGER (CS) GRADE: M6</p> <p>CTC (in lacs): Rs. 19.40 to Rs. 23.60 p.a. (including incentive)</p> <p>Location: Pune</p>	<p>Minimum Qualification: CS with LLB preferred</p> <p>Minimum Desired Experience: 17 yrs.</p>	<p>JOB DESCRIPTION:</p> <ul style="list-style-type: none"> • Timely compliance of provisions of Companies Act, 1956/2013 • Filing and filing of forms and other returns with the statutory authorities • Manage and ensure timely implementation of Corporate Governance practices outlined as per the Company Law • Coordinate with the MD/Directors and members of the board for the purposes of carrying out the board meeting, AGM and related formalities • Conducting General / Board / Committee Meetings as required under Companies Act involving issuance of notices, drafting agenda, recording minutes and passing resolutions • Coordinate Board meetings, manage proceedings and draft minutes of the same in a timely manner in alignment to the prescribed statutory norms. Drafting of resolutions, explanatory statements and supplementary papers for consideration of board • Advise on good governance practices and compliance of Corporate Governance norms as prescribed under various Corporate, Securities and Other Business Laws and regulations and guidelines made there under • Maintenance of secretarial records, statutory books and registers • All work relating to shares and their transfer and transmission • Advise on Corporate Laws and Compliance of legal and procedural aspects. • Create manuals, protocols on good corporate governance, secretarial practices and Corporate Social Responsibility • Timely compliance with SEBI listing Regulations/ IPO Procedures • Preparation and update of monthly information documents for secretarial and
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			<p>legal affairs Assisting the management in managing the litigations for the company and other matters which are incidental to the above</p> <ul style="list-style-type: none"> • Provide direction in handling litigation and arbitration on behalf of the enterprise • Lead legal activities which provide support during strategic ventures for the enterprise • Maintaining, preparing and filing necessary documents, registers, reports and returns as required under the Companies Act and various other statutory acts, rules and regulations • Managing procedural formalities pertaining to formation of corporate entities, mergers, amalgamations and other corporate restructuring initiatives, ensuring compliance with statutory laws & regulations • Other legal matters & interaction with company legal councilors • Drafting and vetting various legal & commercial documents in connection with Joint Ventures, Foreign Collaboration, Non- disclosure Agreements including MOUs and Shareholding Agreement, IPRs related matters, Registrations and TM related assignments and other statutory compliances <p>DESIRED PROFILE, SKILLS & COMPETENCIES:</p> <ul style="list-style-type: none"> • A qualified Company Secretary with previous secretarial legal and compliance experience in middle or senior management, with at least 17 years of relevant experience • Excellent drafting skills and implementation of various Board level policies required either under the Companies Act • Excellent organizational and leadership skills • Excellent communication, networking, presentation and documentation skills <p>Note: No. of years of minimum desired experience may be relaxed for the deserving candidate(s)</p>
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2. TERMS AND CONDITIONS IN RESPECT OF ESSENTIAL QUALIFICATION(S) AND ESSENTIAL EXPERIENCE (As mentioned under relevant column in Table-1):

- 2.1 Minimum essential educational qualification(s) required shall be as indicated in Table-1 against the post. Only full time Regular courses will be considered.
- 2.2 Minimum 50 % percentage of marks in the essential qualification(s), as specified shall be considered as per Institute/ University rules/ norms.
- 2.3 Minimum Essential Post Qualification Experience in line in State/ Central Government Department(s)/ Institution(s)/ Undertaking(s) and/or Large Private Sector Organization(s)/ Institution(s)/ Company(ies) of repute should be as on 31/10/2020. However, Industrial/ Vocational Training will not be considered as experience.
- 2.4 No. of years of experience criteria may be relaxed for the deserving candidate.

3. PLACEMENT & ASSIGNMENTS:

The selected candidates may be posted at any of the installations/ projects/ offices etc. of MNGL. The selected candidates may be assigned jobs/ functions/ assignments as per the business requirements of the Company.

4. HOW TO APPLY:

- 4.1 Candidates will be required to apply through registered post/speed post/ Courier to reach Chief Manager (HR), Maharashtra Natural Gas Limited., A – Block, Plot No. 27, Narveer Tanajiwadi, PMPML Bus Depot. Commercial Building, 1st Floor, Shivajinagar, Pune – 411005 till 31/10/2020. No other means / mode of application shall be accepted.
- 4.2 Candidates called for further selection process are required to bring application form with all ORIGINAL DOCUMENTS (in the order as mentioned below) together with ONE SEPARATE SET OF SELF ATTESTED COPY of all documents (in the same order) failing which candidate may not be allowed to appear in the further Selection Process:
 - i) Print out of the Application Form with 02 recent passport size photograph & updated resume along with signature on the Application Form & Resume/CV.
 - ii) Document in support of Date of Birth proof – Matriculation/ Class-X Certificate/ Mark Sheet/ Admit Card issued by the Board.
 - iii) All Certificates/Testimonials in respect of qualifications (all semester/year wise Mark Sheet, Degree & Diploma certificate starting from matriculation onwards).

- iv) Complete and Proper Experience certificates/ Documents issued by the Employer in support of experience details mentioned by the candidate in the Application Form/ Resume.
- v) Valid ID Proof: PAN Card/ Voter ID/ Aadhar Card/ Driving License/ Passport etc.
- vi) Valid Address Proof: Aadhar Card/ Voter ID/ Passport etc.
- vii) Payslip of last 3 months & CTC break up of current employment.

5. HEALTH / MEDICAL FITNESS:

Appointment to the above posts will be subject to the candidate being medically fit. Every candidate appointed to a post in the Company shall be required to get their Pre-Employment in MNGL nominated empaneled hospitals.

6. OTHER TERMS & CONDITIONS AND GENERAL INSTRUCTIONS:

- 6.1 Only Indian Nationals are eligible to apply.
- 6.2 The candidates should ensure that they fulfill all eligibility criteria and other conditions of this advertisement and that the particulars furnished by them in the application and the documents submitted by them later on are correct in all respects.
- 6.3 Candidates should possess a valid email ID. All correspondence with candidates shall be done through email only.
- 6.4 Only short listed candidates who are found apparently eligible based on the application data and documents submitted will be called for participating in the Selection Process.
- 6.5 Candidature of the registered candidate(s) is liable to be rejected at any stage of the 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 eligibility criteria mentioned in the advertisement.
- 6.6 MNGL reserves the right to raise the minimum eligibility standards. MNGL also reserves the right to fill or not to fill any or all of the above positions and cancel/ restrict/ enlarge/ modify/ alter the recruitment/ selection process without any further notice or assigning any reason(s) whatsoever.
- 6.7 The prescribed qualification/ experience is the minimum and mere possession of the same does not entitle a candidate for participating in the Selection Process. MNGL's decision shall be final in this regard.