

Job Description for the post of Company Secretary

COMPANY PROFILE

WAPCOS Limited is a “MINI RATNA-I” Public Sector Enterprise under the aegis of the Ministry of Jal Shakti. Incorporated on 26th June, 1969 under the Companies Act, 1956. WAPCOS is a technology driven Consultancy and Engineering, Procurement and Construction (EPC) organization with strong home country and global presence in the field of Water, Power and Infrastructure sectors. Company’s Vision is to be a “A Global Leader in Consultancy and Engineering, Procurement and Construction (EPC) providing integrated & customized solution for Sustainable Development of Water, Power and Infrastructure projects”. The authorized and paid up capital of the company is Rs.100 Crore as on 31.03.2020

JOB DESCRIPTION

He/She will report to Chief Executive of the company and will be accountable to its Board of Directors. He/She will be responsible for the advising the Board on the Company Law and Other Corporate Matters and ensure implementation of Corporate Governance in the Organization including achieving of its Corporate Objectives and performance parameters.

The broad responsibilities to be performed by the Incumbent include:

- Advising on Corporate Governance Policies and Compliance of Corporate Governance norms as prescribed under various Corporate, Securities and other Business Laws and regulation and guidelines.
- Ensure Compliance issued by Ministry of Jal Shakti, DPE and other Govt. bodies.
- Assist the Chief Executive in the promotion, formation and incorporation of Companies and matter related herewith.
- Responsible for filing, registering documents/including forms, returns and application by and on behalf of the company as an authorized representative
- Coordinate the Board/General Meetings/Board Level Committee and follow –up actions thereof.
- Manage all task relating to Securities and their transfer and transmission.
- Act as the custodian of corporate record/statutory books and registers.
- Manages the Secretarial/Compliance Audit.
- Assist Chief Executive/WAPCOS Board on Compliance of legal and procedural expects under various corporate laws and acts.
- Represents WAPCOS before various boards and forums including but not limited to SEBI, Stock Exchange, Registrar of Companies, Tax, Tribunals, Consumer Forums and other quasi-judicial bodies, Tribunals etc.
- Advise on various corporate matters for smooth functioning of the Board of WAPCOS and its subsidiaries.