

**Gujarat Informatics Ltd**  
**Invites Applications for the post of**  
**Company Secretary**

Gujarat Informatics Ltd. (GIL) is the nodal agency of Government of Gujarat catering as consulting services to various departments and also nodal agency for procurements of IT related hardware services. GIL invites Applications for the post of:

**1. Company Secretary : 1 Post**

**Qualification:**

- A first class Bachelor's degree & ACS
- Additional qualification of LLB/LLM/CA is desirable

**Experience & Skill:**

- Minimum 5 years' experience in independent capacity as full time Company Secretary in any medium / large scale organization.

**Age:** 30 to 40 Years.

**Compensation Package:** It will commensurate to the qualification and experience.

**Key functional Areas:**

Secretarial

1. Discharging key secretarial functions such as organizing statutory meetings of the Board, AGMs, Audit Committee, HRD Committee & Internal Management meetings.
  2. Conversant with all Compliances for the Companies Act 2013 & various laws applicable to the Company.
  3. Advising on contractual implications & issues related to Business/ Commercial Transactions & litigation & Arbitration matter.
  4. Experience in vetting & drafting various contract documents, tenders, bids etc..
- The candidate needs to be hardworking, loyal, committed, computer savvy, having good command over spoken & written English and Gujarati language.
- The age limit and need for experience can be relaxed for Exceptional and outstanding cases as per management's decision.