

Gujarat Informatics Limited

(A Government of Gujarat Company)

Block no. 2, 2nd Floor, Karmayogi Bhavan, Sector 10 A, Gandhinagar-382010 (Gujarat)

Ph. : 079-23256022, Website: <http://www.gil.gujarat.gov.in>

RECRUITMENT

Gujarat Informatics Ltd. (GIL) is the nodal agency of Government of Gujarat for the spread of Information Technology in Gujarat & helping various Government Departments/ Offices in e-governance initiatives. GIL invites online applications for following post. **Recruitments is purely on contractual basis.**

Sr. No.	Name of Post	No. of Posts	Relevant Post Qualification Experience
1	COMPANY SECRETARY (CS)	01	10 Years

For more details about qualification, experience & skill sets please visit career page of our website : www.gil.gujarat.gov.in. GIL will accept applications applied online only. Interested candidates can apply online from **25.07.2025 to 02.08.2025**. GIL has sole right to cancel the recruitment at any stage without stating any reason.

Managing Director



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**CORRIGENDUM
for Date Extension
regarding Application
for the Post : COMPANY
SECRETARY (CS)**

This is in reference to the **Recruitment Advertisement for the Post: COMPANY SECRETARY (CS)** published in the **TOI Accent** dated **25.07.2025**, it is clarified that the **Online application date** has been extended for next **10 days**, kindly read as **25.07.2025 to 12.08.2025** instead of **25.07.2025 to 02.08.2025** & All other details of the recruitment will remain the same. For more details kindly visit GIL website :

<https://gil.gujarat.gov.in/Careers>

Managing Director

- COMPANY SECRETARY**

- Co-ordination with Statutory Auditor, Internal Auditor etc. regarding Secretarial Compliances.
- Co-ordination with Internal Auditor for conducting and concluding Internal Audit Assignment.
- Preparing MIS and/or any other necessary data as required by Statutory Auditor, Internal Auditor or Company as related to Companies Act.
- Preparing and submission of various E-forms for intimation/ approval to ROC/ Central Government on timely manner.
- Manage various compliances through Registrar, Transfer Agent etc. related to Shares of Company. Manage reconciliation of Share Capital and all other tasks related to securities of the Company.
- Manage the Secretarial/ Compliance Audit.
- Assist in developing a corporate and social sustainability framework.
- Liaising and co-ordination with various statutory bodies like Registrar of Companies, other Government Department etc. regarding secretarial matters
- Liaising with external regulators and advisers such as lawyers, auditors etc. regarding secretarial matters.
- Handling of ROC compliances applicable to company under the Companies Act 1956/2013.
- Preparing Annual Report and Annual Return of the company and filling it with ROC on timely manner.
- Vetting of Legal Documents, Agreements and contracts of the company.
- Any other secretarial work related to the Company

Above mentioned list is inclusive and not exhaustive so as to have various statutory compliances related to Companies Act on timely and efficiently manner

Remuneration: Pay scale will be 15600-39100 GP 5400 (Level 10) in 7th pay approx. Rs. 1 lac

Age limit- Not more than 42 years as on 30-06-2025

Other conditions:

- Candidates applying online & meeting educational qualification & experience criteria would only be called for written test and / or personal interview after scrutiny of the applications.
- At the time of Personal Interview, candidates will be required to furnish all the original documentary proofs.
- Subject to qualifying minimum eligibility criteria and successful verification of documentary proofs, the candidates will be allowed to appear in Personal interview.
- Submitting application cannot be claimed as job.

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