

**Position: -** **Company Secretary**

**Expectations from candidate: -**

**Companies Acts**

1. All compliances of the Companies Act 2013 as well as Companies Act 1956 including but not limited to maintenance of minutes of meeting of Board, AGM, EGM and Various Committees and also maintenance of all statutory Registers
2. Conducting the Board Meeting as well as AGM/EGM.
3. Getting Completed the Secretarial Audit from Secretarial Auditors Secretary
4. Filing of all the requisites forms in the prescribed with MCA including annual filing
5. Compliance of Secretarial Standards as applicable
6. Preparation of Directors Report, Notice and Financial Statement to the extents of requirement of Companies Act.
7. Compliances under stamp duty Act

**Compliances of SEBI and Stock Exchanges**

1. Compliances of LODR and compliances with stock exchanges
2. Preparation of various policies and updating the same with Company's website
3. Compliances of Disclosure requirement of SEBI, Stock Exchanges and Companies Act in the financial statements, quarterly unaudited results

**Compliances with FEMA as applicable**

1. Compliances of all FEMA Requirements of the Company as applicable

## **Legal Matters**

1. Drafting of Legal Documents as required by the Company
2. Vetting of all legal documents
3. Compliances with various labour laws

### **NOTE: -**

- Contact Person: - Darel Pereira (HR)
- Email Address: - [hr@rexnordindia.com](mailto:hr@rexnordindia.com)
- Mobile No: - 9730895251
- For Product details see Company web site: - [www.rexnordindia.com](http://www.rexnordindia.com)
- Working Location: - Rexnord Electronics & Controls Ltd.  
Sagpada, Opp. Sagar Hotel, Kaman-Bhiwandi Road, Vasai (E),Dist-Palghar.

### **DOCUMENTS REQUIRED:- At the time of Interview.**

- Bio Data-
- Educational Certificates
- Experience Certificates
- Latest Photograph
- Salary Expectations
- Reason for the leaving present job
- Location of Residence