

Ref:TTL/P&A/CS/2017

Date: 24.06.2017

**WANTED COMPANY SECRETAY**

Tamilnadu Telecommunications Limited, Chennai (a company listed NSE/BSE and Joint venture of TCIL & TIDCO) invites applications for the post of Company Secretary on regular basis. The annual CTC is around Rs.4 to 5 Lakhs, which consist of Basic, DA, HRA, CCA, EPF, Medical Allowance, Leave salary & Gratuity etc., The interested candidates should be ACS with minimum post qualification experience of one year. Eligible candidate may apply to the Sr.Manager (Admin & SCM), Tamilnadu Telecommunications Ltd, OFC Division, E18B-24 CMDA Industrial Complex, Maraimalai Nagar – 603 209, Chennai with their CV and testimonials alongwith duly filled application format on or before 30.06.2017. Also forward the applications to our e-mail id “marketing@ttlofc.in”.

Sr. Manager (Admin & SCM)

## Key skills

Companies Act, Company Secretary, Drafting Agreements, Secretarial Activities, legal, regulatory Compliance, Due Diligence

## Role and responsibilities.

1. Responsible for all secretarial matters relating to the **company** under the **Companies Act, 1956** and **Companies Act, 2013** by ensuring compliance of **Company Law** matters .
2. Overall management of all activities pertaining to secretarial and legal compliances Managing entire secretarial functions of maintaining Statutory records, Preparation of Circular Resolutions, Notice Agenda, Information Packs and Minutes of Board Meetings, Audit Committee and other committees, e-filing on MCA 21 and other related works in compliance with **Companies Act** and allied legislations including Board level processes, Annual General Meetings, ROC / MCA compliances etc.
3. Conduct all statutory meetings stipulated during the year. Following up on actions from all the meetings. File regulatory forms on time.
4. Expert knowledge of **Company Law**, SEBI, Listing compliances, RBI Regulations & Guidelines and other related Corporate Laws. Well-versed with FEMA, RBI regulations and guidelines in relation to FDI, investments in Wholly Owned Subsidiaries and other related matters. Legal Compliance related to NCLT, IPO, **due diligence** etc.
5. Coordinate with shareholders and transfer agents. Liaising and Coordinating with external agencies legal professionals, senior advisors, external regulators and advisers, such as lawyers, auditors, ROC, SEBI, Stock Exchanges, Depositories, etc.
6. Drafting, vetting and finalizing of MOA, MOU, JV Agreements etc and should be conversant with Arbitration laws.
7. Legal matters to be attended as and when required
8. Supporting and advising matters pertaining to corporate affairs to the management.
9. Assisting financial activities in preparation of financial reports, notes, replying internal audit report etc. as a backup for accounts and finance function need basis.
10. Must be good in English communication and computer skills (word, excel etc..) are must.



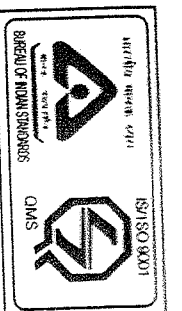
# TAMILNADU TELECOMMUNICATIONS LIMITED

(A Joint venture of T.C.I., a Govt. of India Enterprise & TIDCO, a Govt. of Tamilnadu Enterprise)

## OPTICAL FIBRE CABLE DIVISION

### APPLICATION FORMAT FOR RECRUITMENT

(ONE FORM FOR ONE POST ONLY)



PASTE RECENT  
PASSPORT SIZE  
PHOTOGRAPH

1. Post Applied For : .....

### 2. Personal Details

a) Name	b) Father's Name/Husband's Name
c) Date of Birth	d) Age as on today
e) Sex	f) Marital Status
g) Passport Details (No. & Valid upto)	h) Place of Issue Passport
i) Category (SC/ST/OBC/GEN)	Nationality

3.	Address for Correspondence	Permanent Address
	Address	
	Tel. No.	
	Mobile No.	
	E-Mail	

(Signature of Candidate)



# TAMILNADU TELECOMMUNICATIONS LIMITED

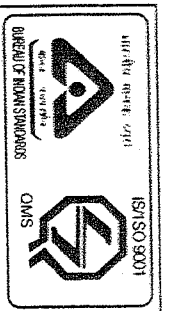
(A Joint venture of TCL, a Govt. of India Enterprise & TIDCO, a Govt. of Tamilnadu Enterprise)

## OPTICAL FIBRE CABLE DIVISION

### Employment Records

5 (a)

(Current Employment Record)



Sr. No.	Organization	Designation	Pay Scale(CDA with grade pay/DA) or CTC	Period		Job Description
				From (dd/mm/yyyy)	To (dd/mm/yyyy)	

5 (b) Past Experience :

Sr. No.	Organization	Designation	Pay Scale(CDA with grade pay/DA) or CTC	Period		Job Description
				From (dd/mm/yyyy)	To (dd/mm/yyyy)	

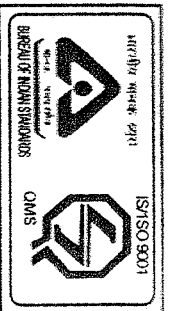
(Signature of Candidate)



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**OPTICAL FIBRE CABLE DIVISION**



## 4 (a). Academic Qualifications in descending order

Sl. No.	Examination Passed	Name of Institution/University	Year of Passing	% of Marks/Grade	Specialization

## 4 (b). Professional Qualifications

Sl. No.	Examination Passed	Name of Institution/University	Year of Passing	% of Marks/Grade	Specialization

## 4 (c). Certification (if any)

Sl. No.	Course/ Certification	Field	Name of Institution/University	Year of Passing

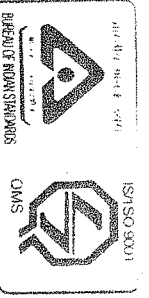
(Signature of Candidate)



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6 Total Post Qualification Experience in years :

7.	Any other information relevant to the job :

Note :

1. If the sheets above are not sufficient please attach extra sheets, wherever necessary.
2. Mentioned the list of documents attached alongwith the form.

- (a).....
- (b).....
- (c).....

I certify that the information given above is true and correct.

(Signature of Candidate)