



DHOLERA INTERNATIONAL AIRPORT COMPANY LTD.

(A Joint Venture of Airports Authority of India-Government of Gujarat-
National Industrial Corridor Development & Implementation Trust)
CIN: U62100GJ2012SGC068709

Hiring Services of professionals

Sr. No.	Designation	Total Vacancy	Years of Experience Required	Monthly Remuneration (Lumpsum Amount)	Qualification Required	Age	Remarks
1	Company Secretary (Executive)	01	4-Years	50,000/-	Company Secretary	Up to 35 years as on 31 st December, 2022	Additional experience is desirable and Degree in LAW will be preferred.
2	Company Secretary (Assistant Executive)	01	2-Years	40,000/-	Company Secretary		

The conditions on contractual basis are as follows:

1. The post advertised shall be based on solely contractual agreement basis.
2. Period for above posts shall be for one-year contractual agreement the same may be extended upon mutual agreement.
3. Quarterly performance monitoring and appraisal would be carried out to achieve the objective of above arrangement.
4. The contract shall be effective from the date of actual contractual appointment.
5. Only qualified candidates will be called for interview process.
6. Successful candidates will have to sign a contractual agreement with Dholera International Airport Company Limited, Gandhinagar.
7. The contractual agreement shall not confer any right or claim of extension /absorption in the Dholera International Airport Company Limited, Gandhinagar.
8. After successful interview process, selected candidates have to submit copies of all documents of qualification/experience. Candidates have to present original documents for verification.
9. Dholera International Airport Company Limited shall not in any way be responsible for any delay in receipt of application. Application received after due date shall not be entertained.
10. No travelling allowances etc. will be admissible for candidates appearing for the interview.
11. Interested candidates are required to send their application by post in the prescribed format to The Managing Director, Dholera International Airport Company Ltd., 3rd Floor, A2 Wing, Block -1, Karmayogi Bhavan, Sector-10A, Gandhinagar-382010 along with all the supportive self-attested documents of relevant qualification and experience on before 23rd December, 2022.

Block-1, 3rd Floor, A2 Wing, Karmayogi Bhavan, Sector 10-A, Gandhinagar-382010, Gujarat.

Phone: (O) +91-79-23258528, E-mail: md-diacl@gujarat.gov.in



DHOLERA INTERNATIONAL AIRPORT COMPANY LTD.

(A Joint Venture of Airports Authority of India-Government of Gujarat-
National Industrial Corridor Development & Implementation Trust)
CIN: U62100GJ2012SGC068709

Hiring Services of professionals

Sr. No.	Designation	Total Vacancy	Years of Experience Required	Monthly Remuneration (Lumpsum Amount)	Qualification Required	Age	Remarks
1	Manager (Finance)	01	5-Years	60,000/-	Finance Qualification – CA/CMA/MBA in Finance or equivalent, Having knowledge of Corporate Accounting and Taxation and Proficient in Tally Software	Up to 35 years as on 31 st December, 2022	Project related work, payroll and support in treasury function including handling GoG related work, will be preferred.

The conditions on contractual basis are as follows:

1. The post advertised shall be based on solely contractual agreement basis.
2. Period for above posts shall be for one-year contractual agreement the same may be extended upon mutual agreement.
3. Quarterly performance monitoring and appraisal would be carried out to achieve the objective of above arrangement.
4. The contract shall be effective from the date of actual contractual appointment.
5. Only qualified candidates will be called for interview process.
6. Successful candidates will have to sign a contractual agreement with Dholera International Airport Company Limited, Gandhinagar.
7. The contractual agreement shall not confer any right or claim of extension /absorption in the Dholera International Airport Company Limited, Gandhinagar.
8. After successful interview process, selected candidates have to submit copies of all documents of qualification/experience. Candidates have to present original documents for verification.
9. Dholera International Airport Company Limited shall not in any way be responsible for any delay in receipt of application. Application received after due date shall not be entertained.
10. No travelling allowances etc. will be admissible for candidates appearing for the interview.
11. Interested candidates are required to send their application by post in the prescribed format to The Managing Director, Dholera International Airport Company Ltd., 3rd Floor, A2 Wing, Block -1, Karmayogi Bhavan, Sector-10A, Gandhinagar-382010 along with all the supportive self-attested documents of relevant qualification and experience on before 23rd December, 2022.

Block-1, 3rd Floor, A2 Wing, Karmayogi Bhavan, Sector 10-A, Gandhinagar-382010, Gujarat.

Phone: (O) +91-79-23258528, E-mail: md-diacl@gujarat.gov.in

Application Form

Name	
Gender Male/Female	
Birth Date (DD/MM/YYYY)	
Personal mobile No.	
Personal Email ID	
Post applied for	
Graduation & specialisation	
Percentage or CGPI or grade in Graduation	
Graduation institute Name	
Post-Graduation & Specialisation	
Percentage or CGPI/grade in PG	
Post-Graduation Institute Name	
Work experience	
Type of Industry	
Present Address	
Permanent Address	
Earliest date of joining	
Knowledge of Gujarati Yes/No	
Any other information	
<p>I declare that the information furnished above by me is true to the best of my knowledge and nothing material has been concealed / misrepresented.</p> <p>Date: _____ Applicant's Signature _____ Place: _____</p>	

ANNEXURE-A

Roles & Responsibilities of Company Secretary:

The details of **Roles & Responsibilities of Company Secretary** to be performed: -

- 1) Prepare and draft Board, Committee, and General Meeting Agendas and Minutes thereof.
- 2) Ensuring effective meeting management, follow-up action thereof, and filling of the required information.
- 3) Preparing Notice of AGM/EGM, Board Report, and Annual Report of the Company.
- 4) Preparing various Board Resolutions and Circular Resolutions.
- 5) Co-ordination or liaising with Shareholders (AAI, GoG, and NICDIT) on various matters
- 6) Co-ordinate for drafting, vetting, and approval of legal documents, contracts, and agreements including Addendum to Share Subscription cum Shareholders Agreement (SSSHA) entered by the Company.
- 7) Co-ordinate with senior consultant Company Secretary for various matters.
- 8) Coordination with the Secretarial Auditor for the Secretarial Audit of the Company.
- 9) Looking after Annual, half-yearly as well as action-based e-filing of forms with the Registrar of Companies (ROC).
- 10) Maintain and update the Statutory Register of the Company and act as a custodian of corporate records, minutes Book, attendance register, and statutory register.
- 11) To keep up-to-date Compliance with any regulatory or statutory changes and assess the impact of Secretarial compliance that might affect the organization.
- 12) Liaison and coordinate with various Central/State Govt. Depts. as and when required.
- 13) Leverage relationship with various external stakeholders like Statutory Auditor, Internal Auditor, PA and PS of Directors/Senior Management officials.
- 14) To ensure timely responses to queries raised by Auditors.
- 15) Act as an authorized signatory on behalf of DIACL.
- 16) Co-ordinate with the Accounts department for Audit and Management replies thereon.
- 17) Prepare and draft internal notes put up to the MD and Chairman of the Company on the matter for secretarial and non-secretarial.
- 18) Directors' KYC, Change in the interest of the Directors in form of MBP-1, AGM extension, etc.
- 19) Handle any other matters as given by the Management