India International Depository IFSC Limited

Experience – minimum 0-1 years' experience	**Education** – Qualified Company Secretary (CS)
Designation - Assistant Company Secretary	**Department** – Secretarial, Legal and Compliance
Employment – Permanent	**Location** – Gandhinagar, Gift-City

Skills Required

1. Strong communication, interpersonal and articulation skills, with the ability to effectively interact and coordinate with Senior Management, Board of Directors and other key stakeholders.
2. Excellent drafting, documentation and presentation skills.
3. Sound knowledge of the Companies Act, 2013, applicable IFSCA regulations, SEZ regulations and other relevant regulatory frameworks.
4. Knowledge of AML/CFT compliance and FIU requirements will be an added advantage.
5. Ability to manage multiple responsibilities, prioritise tasks effectively and deliver within stipulated timelines.
6. Strong organisational, analytical and problem-solving skills, with a high degree of attention to detail.
7. Ability to independently handle regulatory matters, statutory compliances and board-related activities.

Key Responsibilities

A. Secretarial and Corporate Governance

1. Organising and coordinating Board Meetings, Committee Meetings and General Meetings, including preparation and circulation of notices, agenda notes and minutes.
2. Ensuring compliance with applicable provisions of the Companies Act, 2013, Secretarial Standards and other relevant statutory and regulatory requirements.
3. Preparation and finalisation of the Director's Report, Annual Report and other statutory documents.
4. Coordinating with Directors, Key Managerial Personnel (KMPs), auditors, legal advisors and other internal and external stakeholders on corporate governance matters.
5. Implementing and maintaining a robust corporate governance framework and ensuring adherence to applicable internal policies and procedures.

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B. IFSCA, SEZ and Regulatory Compliance

6. Monitoring regulatory developments, amendments and notifications issued by IFSCA, SEZ authorities and other relevant regulators, and assessing their applicability to the Company.
7. Coordinating with relevant internal departments to ensure timely implementation of regulatory requirements and closure of compliance observations.
8. Handling regulatory correspondence, clarifications, notices and communications received from IFSCA and other regulatory authorities.

C. Policies, Governance and Process Improvements

1. Formulating, reviewing and implementing internal policies, procedures and governance frameworks, including the Code of Conduct and Code of Ethics applicable to Directors, KMPs and employees, as relevant.
2. Ensuring periodic review and updating of internal policies in line with applicable statutory and regulatory requirements.
3. Implementing and managing paperless Board Meetings, Committee Meetings and General Meetings through appropriate digital platforms.
4. Supporting the development and strengthening of internal compliance monitoring mechanisms and governance practices.
5. Assisting Senior Management in secretarial, regulatory and corporate governance matters and undertaking any other responsibilities assigned by the HOD from time to time.

Compensation: As per industry standards