



National Highways Logistics Management Limited (NHLML)

Detailed Advertisement for hiring of Company Secretary for SPVs

National Highways Logistics Management Limited (NHLML), is a 100% owned Company of NHAI, formed under the guidance of the MoRTH for the implementation of Multi-modal Logistics Parks (MMLPs), Port Connectivity Roads, Inter Modal Station, Ropeways, Wayside Amenities, OFC Laying and other associated projects on Pan India basis. NHLML is committed to facilitate efficient and sustainable logistics in India by leading identification, planning, financing, development and management of "allied highway" infrastructure projects ensuring environment and ecological balance, contributing to national prosperity.

NHLML is responsible for end-to-end development of Multimodal logistic parks, Port Connectivity Roads, Inter Modal Station, Ropeways, Wayside Amenities, OFC Laying etc. entrusted by MoRTH / NHAI from time to time, right from DPR preparation, land acquisition, project execution and O&M depending on the type of project. As a part of fulfilling its mandate, NHLML will be required to formulate and adopt an appropriate contracting and implementing strategy, in coordination with multiple stakeholders viz State Governments, Ministry of Railways, Port Trusts, etc. In addition, NHLML will also be responsible for formulating the optimal strategy for fund raising for implementing projects entrusted to the organization.

NHLML is an equal opportunity employer and we are delighted to invite applications for appointment in our SPV's on Contract basis either on direct rolls either from private sector or Government, or on deputation - from officers under the Central Government or State Governments or Union Territories or Universities/ Research Institutions of Govt. or Public Sector Undertakings or Semi Government or Statutory or Autonomous Organizations and other Government Bodies or Retired Officials for the following positions:

Position Title	Department / Division	No. of Posts	Position Code
Company Secretary	All SPVs of NHLML	07 (05 Gen, 01 SC & 01 OBC-NCL)	2012_HQTF_112024_CS

General Guidelines

- Submit your application latest by **31.12.2024** till **05:00 PM**.
- Initial period of appointment shall be 03 years, which may be extended every year based on performance and mutual consent.
- Position will remain transferrable across India. Willingness to travel / relocate is one of the pre-requisites.
- Selection process requires candidates to appear for interview.
- Number of vacancies indicated may vary based on requirement.
- Management reserves the right to cancel / restrict / enlarge / modify / alter the selection/ recruitment process at any stage, without issuing any further notice or assigning any reason thereafter.
- Organization reserves the right to provide relaxation in Age Limit / required experience, for the deserving candidate.
- Any corrigendum / addendum to this advertisement will be displayed only on the Company's website www.nhlml.org. Therefore, applicants are advised to keep checking the Company's website for any update.
- The period of training / internship shall not be counted towards post qualification experience.
- Age, experience, and all other eligibility criteria shall be reckoned as on the last date of submission of application (cut-off date).
- NHLML will not be responsible for non-submission of application due to issues brought to notice at the last moment.
- Queries related to information already provided in the advertisement may not be attended to.
- Canvassing by a candidate in any form or means shall disqualify his / her candidature.

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Roles & Responsibilities

- 01 Experience of listed company on Equity / Debt issue in Govt Company Environment.
- 02 Maintain the company's statutory records, including the register of shareholders, directors, and secretarial filings, Govt Company Accounting, Dealing with Statutory Auditors / C&AG Auditors.
- 03 Ensure timely and accurate filing of statutory documents with relevant regulatory authorities (e.g., Registrar of Companies (RoC) Compliances, filings under Companies Act, 2013.
- 04 Drafting of Agenda, Notices, Minutes for the Board, General Meetings and organizing the said meetings
- 05 Preparing annual reports and returns of the organization.
- 06 Vetting of legal documents, agreements and contracts of the organization.
- 07 Knowledge of accounting & taxation

Qualification & Experience

Essential Qualification and Experience Requirement

Preferable Qualification and Experience Requirement

- Graduate degree in commerce (Full time / Regular course) from Institution / College / University / Deemed University duly recognized by UGC / AICTE
- Qualified Company Secretary, having membership number from ICSI
- Post qualification experience of minimum 02 years / maximum 09 years with exposure in working on Tally
- Maximum Age of 40 years
- Work experience of Accounts, Finance, Taxation & Audit work in a reputed organization in infrastructure industry.
- CA / CMA (Inter)

Remuneration

- The position shall be at consolidated emoluments of Rs.84,000/- per month.

APPLY