

(NHAI) MUMBAI-JNPT PORT ROAD COMPANY LIMITED (MJPRCL)

Logo

(A SPV of National Highways Authority of India)

Mumbai-JNPT Port Road Company Limited (MJPRCL), a Company incorporated under the Companies Act, 2013 as subsidiary of NHAI with equity participation by JNPT and CIDCO is looking for energetic, dynamic and result oriented Manager (Company Affairs) on deputation basis from officers under the Central Govt or State Govts or Union Territories or Universities or Recognised Research Institutions or Public Sector Undertakings or Semi Govt or Statutory or Autonomous Organizations and other Govt Bodies and possessing the essential educational qualifications and essential experience stipulated.

The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation / department, shall ordinarily be 03 years which may be extended for another 2 years with the approval of Chairman, SPV. Further, extension beyond 5th year, subject to satisfactory performance.

Post & Scale of Pay	Post & Scale of Pay Essential Qualification	Maximum age	Post Qualification Experience
Manager (Company Affairs)- Total Post: 01 (UR) In the pay scale of Pay Rs 60,000-1,80,000/- +allowance as applicable. In addition to Pay, DA, HRA, Medical facilities, perquisites etc are also admissible as per NHAI/Govt Rules.	<ul style="list-style-type: none">• Fellow/Associate Member of Institute of Company Secretaries of India (ICSI)• Additional Qualification in the related fields like Law, Finance etc. be preferred.	Not exceeding 56 years. However, age relaxation will be given to SC/ST/OBC/PWD/Ex-serviceman applicable as per NHAI / Govt rules.	Holding analogous post on regular basis in the pay scale of Pay level 10 in Pay Matrix (Rs 56,100-177500)(in CDA pattern) or equivalent in the IDA pattern in the parent cadre/ department Or Working in Pay scale of Rs 53,100-1,51,000 (R)/ Pay Matrix Level 9 (CDA) or equivalent in IDA pattern for the last two years. Minimum 10 years post qualification experience with minimum 02 years in PSU/ Central /State Govt./ Railway Organization.

Job Description: The Job involves thorough excellent knowledge of Company Law and Corporate Governance, Corporate, Secretarial functions and its application including Secretarial Standards. Experience in Organizing Board meetings, Annual and Extraordinary General Meetings, ensuring compliance of all statutory matters and handling of Secretary Division's functions. Good grasp of applicable laws to a Company so as to report to BODs periodically, very good communication capability especially in drafting with power to grasp and express the content succinctly, up-to-date on new development in the areas of work of a CS.

*Computer knowledge/skills are mandatory requirement for the above post.

Interested candidates may apply in the prescribed format given on the NHAI website www.nhai.org and send their applications either by post to General Manager (SPV), MJPRCL, NHAI, G-5&6, Sector-10, Dwarka, New Delhi-110075 or through email at aksharma@nhai.org latest by 29.05.2020.