



THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD.,
(A Government of Odisha Undertaking)

WALK-IN-INTERVIEW

OSPH&WC, Bhubaneswar requires suitable and experienced candidates for the post of Company Secretary (UR) on regular basis.

- ❖ **Date/Time:** 6th March, 2024 at 04.00 PM
- ❖ **Venue:** Corporate Office, OPH&WC, Bhubaneswar-22.
- ❖ The prospective candidates are requested to report in the Office of the Odisha State Police Housing & Welfare Corporation, Bhoinagar, Bhubaneswar with all relevant documents in support of requisite qualification and experience for the above mentioned post.
- ❖ **Reporting Time:** 2.30 PM to 3.30 PM
For more details and Eligibility Criteria please visit OPH&WC
Website: www.ophwc.nic.in

Sd/-

Chairman-cum-Managing Director

Applications are invited for the post of Company Secretary in The Odisha State Police Housing & Welfare Corporation Ltd.(OPHWC)

1. **Name of the Post** : Company Secretary
2. **Number of Vacancy** : 1 (One)
3. **Place of posting** : Corporate Office at Bhubaneswar
4. **Nature of Appointment** : Regular
5. **Scale of Pay** : Level 13 (Rs.67,700/- - 2,08,700/-) as per ORSP Rules 2017 plus admissible allowances. Provided that higher initial pay may be considered in case the candidate with suitable higher qualification and experiences.
6. **Age** : Maximum 50 years as on 1st March'24.
7. **Qualifications** : Candidate should be an Associate or Fellow member of The Institute of Company Secretaries of India.
8. **Experience** : Minimum 10 years relevant experience in statutory functions of Company Secretary in any Public Limited Company.
9. **Functions and Responsibilities** :
 - a. Report to the Chairman and often liaise with Board Members.
 - b. Prepare Agenda papers to convene Board meetings, Committee meetings and Annual General Meetings and follow up on action points.
 - c. Prepare draft resolutions and minutes of meetings.
 - d. Prepare Directors' report and printing of Annual reports of the Corporation.
 - e. Responsible for conducting Secretarial Audits of the Corporation as required under the Law.
 - f. Deposit forms, annual returns and other returns required under Ministry of Corporate Affairs and other statutory authorities.
 - g. Provide necessary legal and strategic advices to the Board members and management during Board meeting and beyond.
 - h. Ensure implementation of policies, regulatory or statutory changes that might affect the Organisation with due approval from the concerned Committees.
 - i. Handle all Statutory correspondences, collate information, write reports and communicate decisions to relevant stakeholders of the Corporation, Government and regulatory bodies.

- j. Liaise with external regulators and advisers such as Lawyers, Auditors etc.
- k. Implement processes or systems to ensure good governance of the Organisation.
- l. Develop and oversee the systems that Organisation complies with all applicable codes in addition to its legal and statutory requirements.
- m. Advise on procurement, tender and contract management.
- n. Responsible for signing of MOU with Administrative department in Govt. of Odisha.
- o. Handle CSR matters of the Corporation and monitor the expenditures under CSR Head.

10. Required Skills :

- a. Good verbal and written communication skills.
- b. Computer savvy and expertise in MS Office word, excel, power point etc.
- c. Awareness and expertise in taking commercial decisions.
- d. Work with other colleague as a team member.
- e. Meticulous attention to works and the ability to work under pressure.
- f. Good interpersonal skills and ability to work with people at all levels and should have influencing skills.
- g. Excellent organisational and time management skills and ability to take initiatives.
- h. Flexibility and practical approach to works and maintain confidentiality of information affecting organisation's interest.
- i. Maintain a diplomatic approach towards different issues whenever required.
- j. Confidence in providing support to Senior management and Board Members.

11. Selection Procedure :

Suitable candidate will be selected on the basis of required qualification, experience and personal interview only.