

TELANGANA STATE INDUSTRIAL INFRASTRUCTURE CORPORATION LIMITED

Telangana State Industrial Infrastructure Corporation Limited (TSIIC), the premier State Government undertaking engaged in providing Industrial Infrastructure in the Industrial Parks in the State of Telangana, invites applications from well qualified and eligible applicants, for the post of Law Officer (Corporate Affairs) (1 No.), Company Secretary (1 No.) and Associate Law Officer (Corporate Affairs) (2 Nos.) on CONTRACT BASIS, possessing the following qualifications and experience:

1. Law Officer (Corporate Affairs) – 1 No. (on Contract basis):

Qualification and Experience: 1st class degree in Law from a reputed recognized University with a minimum of (8) years experience at Bar dealings with Civil matters or (8) years experience as a Legal Advisor / Law Officer or as a Responsible Officer looking after the legal matters in a reputed Public or Private Sector Company. He / She will be performing their role in the regular business of the TSIIC pertaining to all legal matters.

Upper Age Limit: 40 years.

Fixed Remuneration plus perks: Rs.1,25,000/- + per month.

2. Company Secretary – 1 No. (on Contract basis):

Qualification and Experience: 1st class Degree in Arts, Science or Commerce from any recognized University and Associate Membership of the Institute of Company Secretaries of India with minimum (5) years of experience as Company Secretary or as a Responsible Officer looking after the Secretarial / Company Affairs in a reputed Public or Private Sector Company.

Functions of Company Secretary: As per Section 205 of the Companies Act, 2013, the Company Secretary shall discharge the following functions and duties:

- To report to the Board about the compliance with the provisions of this Act.
- To ensure that the Corporation complies with the applicable secretarial standards.
- To provide to the Directors of the Corporation, the guidance they require in discharging their duties, responsibilities and powers.
- To facilitate the convening of meetings and attend Board, Committee and general meetings and maintain the minutes of these meetings.
- To obtain approvals from the Board, general meeting, the government and such other authorities as required under the provisions of the Act.
- To assist the Board in the conduct of the affairs of the Corporation.
- To assist and advise the Board in ensuring good corporate governance and in complying with the corporate governance requirements and best practices.

Upper Age Limit: 40 years.

Fixed Remuneration plus perks: Rs.1,00,000/- + per month.

3. **Associate Law Officer (Corporate Affairs) – 2 Nos. (on Contract basis):**

Qualification and Experience: Minimum 2nd class degree in Law from any recognized University with a minimum of (2) years experience at Bar dealings with Civil matters or (2) years experience as Manager (Law/Legal) or as a Responsible Officer looking after the legal matters in a reputed Public or Private Sector Company. He / She will be performing their role in the regular business of the TSIIC pertaining to all legal matters.

Upper Age Limit: 34 years.

Fixed Remuneration plus perks: Rs.50,000/- + per month.

The appointment will be on contract basis, initially for a period of one year, which can be extended for further period, subject to satisfactory performance by the individual.

The short listed candidates will be called for interview before a Selection Committee.

The selected candidates shall have to execute agreement on Rs.110/- non-judicial stamp paper, agreeing to the terms and conditions of contract and submit to the appointing authority at the time of reporting for duty.

The applications, along with CV indicating date of birth, place of birth, place of study (from 4th class to 10th class), address for correspondence, including telephone, fax and email address, qualifications, professional qualifications, experience, along with certified copies of qualifications and experience, superscribing the cover “Application for the post of Law Officer (Corporate Affairs) (on contract basis), Company Secretary (on contract basis) and Associate Law Officer (Corporate Affairs) (on contract basis)” may be sent to the following address:

**The General Manager (P&A)
Telangana State Industrial Infrastructure Corporation Limited
6th Floor, Parisrama Bhavanam
Basheerbagh, Hyderabad 500 004.**

The last date of receipt of application is 22.09.2016.

TSIIC reserves the right to relax any of the requirements prescribed above. The TSIIC reserves the right to reject any application received without assigning any reasons thereafter.

Date:08.09.2016
HYDERABAD

Sd/-
VICE CHAIRMAN & MANAGING DIRECTOR
TSIIC LIMITED, 6TH FLOOR
PARISHRAMA BHAVANAM, BASHEERBAGH
HYDERABAD - 500 004.