



VACANCY FOR COMPANY SECRETARY (CS)

Introduction:

DNH Power Distribution Corporation Ltd. (DNHPDCL) an entity owned 100% by UT Administration of D. & N. H. is one of the best performing DISCOMs with a turnover of over 2200 crores. We take pride in ensuring 24x7 reliable and quality power to our customers at the lowest tariff and with minimum losses in the Country. DNHPDCL is also recipient of “Best Performing Distribution Company” at UT Level by IPPAI.

We are looking for a Company Secretary (CS) who can contribute to this journey and take the Corporation to greater heights.

Role and Responsibility:

- The main accountability of this position will be to manage all Secretarial matters for the Corporation.
- To act as a vital link between the company and its shareholders, government and regulatory authorities.
- To manage and supervise corporate secretarial function, to build sustainable and efficient company secretarial system and practices.
- To ensure that all relevant provisions of applicable Act, rules and regulations are complied with, best practices of corporate governance and related procedures are adopted and implemented and to provide regular reporting on all such matters to the management.
- Guide, support and assist senior management of the Company in all secretarial, Board and Shareholder matters and in dealing with regulators and external stakeholders.
- All day to day working of secretarial compliances, Preparation of Minutes of Meetings, Directors- Report, Management discussion Analysis, Annual Return and filing thereof.
- Preparation & filing of various applicable forms, documents with agencies.
- Correspondence and General Liaisoning with Government Authorities etc.
- Drafting and vetting of Agreements
- To provide- pro-active legal support and advice to the business units and key stakeholders, and to assist them in achieving their core strategic objectives.

Qualifications:

- Associate Member of the Institute of Company Secretaries of India
- Five years' experience in the field after obtaining CS qualification, of which at least 3 years must be as full time Company Secretary

[For downloading the application proforma/ format, please click here.](#)

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For queries please contact:

0260- 2406531, 2406530, Dy. Manager (HR & Admin.), DNHPDCL

Registered office no: 0260- 2642338, 2406500, 2406501