



**Centre for Innovation and Agripreneurship (CIA)**  
**National Institute of Agricultural Extension Management (MANAGE)**  
(An Organisation of Ministry of Agriculture & Farmers Welfare, Govt. of India)  
Rajendranagar, Hyderabad-500030, Telangana, India

**Centre for Innovation and Agripreneurship**, a Section 8 Company hosted at MANAGE invites eligible candidates to apply for the position of **Company secretary** on contractual basis for one year and further extended based on performance. Interested candidates mail your applications with proof of experience and eligibility to [ceomanagecia@gmail.com](mailto:ceomanagecia@gmail.com)

**Last date for applications: October 30, 2023**

(Saravanan Raj)  
Director (Agricultural Extension)

**Annexure I**

<b>Designation</b>	<b>No. of Positions</b>	<b>Emoluments per month (Rs. Lakh)</b>	<b>Eligibility &amp; Job Description</b>
Company Secretary	1	1.25	<p><b>Qualifications:</b></p> <p>Must have approved membership from the Institute of Company Secretaries of India (ICSI) as Company Secretary</p> <p><b>Desirable:</b> Chartered Accountant with Company Secretary qualification</p> <p>Minimum of 3 years work experience post CS/CA qualification in organizations preferably in startup ecosystem</p> <p><b>Role and responsibilities</b></p> <p>Performs functions defined by the Institution and follows rules and regulations defined under the Companies Act in operation</p> <p>Should perform duties and fulfill the obligations as per the the Companies act, Income tax act and any other acts applicable to the Institution</p>

			<p>Should act as Business Benefactor, Auditor and advisory agent time to time based on requirement</p> <p>Prepare agendas and papers for board meetings, committees, and annual general meetings (AGMs) and follow up on action points.</p> <p>Convene and service AGMs, take minutes, draft resolutions, and lodge required forms and annual returns with appropriate departments.</p> <p>Provide legal, financial, and/or strategic advice during and outside of meetings.</p> <p>Ensure policies, regulatory, or statutory changes that might affect the organization are up to date and approved by the committee</p> <p>Maintain statutory books, including registers of members, directors, and secretaries.</p> <p>Handle correspondence, collate information, write reports and communicate decisions to relevant company stakeholders.</p> <p>Liaise with external regulators and advisers such as lawyers and auditors</p> <p>Implement processes or systems to ensure good management of the organization.</p> <p>Develop and oversee the systems that ensure the company complies with all applicable codes, in addition to its legal and statutory requirements.</p> <p>Pay dividends to shareholders and manage share option schemes opted by various shareholders.</p>
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