



GUJARAT INDUSTRIES POWER COMPANY LIMITED

Sr. Supervisor / Supervisor (Secretarial) on Fix Term Contract at Corporate Office, Vadodara

GIPCL is a Rs.4000 crores asset based fast growing company in the power sector with its corporate headquarters at Vadodara, and a total installed capacity of more than 1800 MW. The facilities are located at Vadodara, Khavda and near Surat in Gujarat. GIPCL is currently taking giant leap in the Renewable Energy Sector by 112.4 MW Wind Power Projects and 937 MW PV based Solar Power Projects at various locations in Gujarat.

We are looking for a Sr. Supervisor / Supervisor (Secretarial) on Fix Term Contract at Corporate Office, Vadodara.

Position / Grade: Sr. Supervisor / Supervisor (Secretarial) on Fix Term Contract

Qualification: Preferably Graduate with Semi Qualified Company Secretary (preferably CS Inter)

Experience: Preferably 2 to 3 years post qualification experience

Job Profile:

- Ensure compliance with Companies Act, 2013, SEBI Regulations, and other applicable laws.
- Draft and maintain statutory registers, records, and filings with MCA/ROC.
- Prepare and review Board resolutions, minutes, notices, and agendas.
- Assist in convening and conducting Board, General, and Committee Meetings.
- Ensure corporate governance and adherence to secretarial standards.
- File necessary e-forms with MCA within prescribed timelines.
- Liaise with regulators, auditors, and stakeholders.
- Draft corporate policies, agreements, and legal documentation.

Age: Preferably not more than 35 years as on date of advertisement

Remuneration: Pay includes attractive salary, PF, etc. Salary will not be a constraint for the right candidate and shall commensurate with the best in the field.

Candidates meeting the above criteria may please forward online application within 10 days of this advertisement. Please click the link http://career.gipcl.com/job_vacancy for online application.