

JOB DESCRIPTION

Job Title	Legal Officer and Company Secretary
Department	Legal & Secretarial
Location	Gurugram / Delhi
Reports To	Senior Manager

Who are We?

Construction Skill Development Council of India (CSDCI) is a Section 8 non-profit organization established in the year 2013 by the leading industry federations and associations, Construction Federation of India (CFI), National Highways Builders Federation (NHBF), Confederation of Real Estate Developers' Associations of India (CREDAI) and Builders Association of India (BAI).

CSDCI specializes in (a) industry-ready skills, (b) standards and qualifications research, (c) workforce demand and supply analysis, (d) training standards development, (e) affiliations and accreditations of Training Centres and Assessment Agencies along with Trainers and Assessors, (f) quality monitoring of Training and Assessment, and (g) certification in accordance with the National Skills Qualifications Framework (NSQF).

Mandated as the "Sector Skill Council" for the construction sector by the National Skill Development Corporation (NSDC), Ministry of Skill Development and Entrepreneurship (MSDE), CSDCI is a recognised "Awarding Body" by the National Council for Vocational Education and Training (NCVET), Government of India.

Job Summary

The Company Secretary & Legal Officer will be responsible for ensuring compliance with the Companies Act, 2013 and other applicable laws, while also managing the organization's legal matters including contracts, litigation, and advisory. The role requires a dual capability in corporate secretarial practices and legal functions to support organizational governance and risk management.

Responsibilities

A. Secretarial & Compliance Functions

- Ensure compliance with provisions of the Companies Act, 2013, MCA and other applicable laws
- Draft, prepare and file statutory forms and returns with Registrar of Companies (ROC), including: INC-22 MGT-14 DIR-12 ADT-1 DPT-3, MSME, CSR Returns and other applicable filings
- Preparation and filing of: Annual Return (MGT-7) Financial Statements (AOC-4) Coordination for MGT-8 certification
- Handling: Alteration of Memorandum of Association (MOA) and Articles of Association (AOA), Compliance with MCA/MSDE rules and directions applicable to CSDCI
- Maintenance of: Statutory Registers, Records and Minutes Books of Board and Shareholders Meetings
- Drafting: Board Resolutions, Notices, Agenda and Minutes for Board Meetings, AGM & EGM

- Organizing and conducting: Board Meetings Annual General Meetings (AGM) Extraordinary General Meetings (EGM)
- Handling: Share certificate issuance, stamping and related compliance, Equity-related filings and KYC documentation
- Representing the organization before the Registrar of Companies (ROC)

B. Legal Functions

- Drafting, vetting and reviewing: MOUs Contracts, Agreements, Work Orders Legal documents with Vendors, Clients, NSDC and other stakeholders.
- Providing legal advisory on: Contracts and commercial arrangements, Amendments to agreements, Procurement and transaction matters, HR-related legal issues
- Rendering legal opinions on various matters concerning the organization
- Handling litigation matters including: Drafting replies to legal notices, Preparing and sending legal notices, Representing/appearing before Courts, MSME authorities and other forums (as required)
- Advising on: Email communications and official correspondences, Risk mitigation and compliance

Abilities

- Strong knowledge of Companies Act, 2013 and corporate laws
- Expertise in ROC filings & MCA compliance
- Excellent drafting and documentation skills
- Strong analytical and legal interpretation ability
- Good communication and stakeholder management skills
- Ability to handle multiple assignments and deadlines
- Any other secretarial or legal work incidental or allied to the above

Education and Experience:

- Qualified Company Secretary (CS) – Member of Institute of Company Secretaries of India (Mandatory)
- LLB / Bachelor's Degree in Law from a recognized university (Mandatory)
- Additional certification/diploma in corporate laws, contract management or compliance will be an added advantage
- Minimum > 2 years of post-qualification experience in corporate secretarial and legal functions

Share your cv to: skills@csdcindia.org

For Construction Skill Development Council of India

W R Harinarayanaraj
Chief Executive Officer