

(ii) Job Description and Details of Company Secretary

1. Qualification:

Bachelor's Degree (preferably in Commerce) undergone under regular curriculum with Associate Member or Fellow Membership. Preference will be given to those having qualification in Law.

2. Experience: Minimum 10 years of post-qualification Experience in Secretarial Department of a Public Limited Company. Hands-on Experience in Compliances as per the provision of the Companies Act,2013, filing of forms with Ministry of Corporate Affairs (MCA), administrative legal and other related functions.

3. Age: Not more than 40 years as on 01.01.2026.

4. Job Description:

- Sound Knowledge of Company Law and allied corporate laws
- Holding of Board, Committees of Board, and general meetings of the Company
- Functions of Company Secretary as laid down in Section 205 of the Companies Act, 2013.

5. Remuneration: Not a constraint for the right candidate.

6. Location: Chennai

7. Selection Process: Selection Process will be based on Interview

8. How to apply:

Candidates are required to apply through email: cfoesrecruitment@twic.co.in.

No Other means/mode or application shall be accepted. The scanned copies of the following documents should be uploaded along with the Resume / Curriculum Vitae.

- a. Document in support of Date of Birth
- b. All certificates / testimonials in support of Educational Qualification
- c. Documentary evidence for annual CTC such as Form 16 for last four years, pay slips for last 12 months.

- d. NOC/Forwarding letter from the employer in case the candidate is employed in Central/ State Government Department, Central/State Government PSUs, or Semi-Government Organisation /Autonomous bodies / Quasi Government.

9. Other Conditions:

- (i) Before applying for the post, candidate should ensure that he/she fulfils the eligibility criteria and other conditions mentioned in this advertisement. TWIC would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/she has applied for.
- (ii) All candidates are advised to have valid mobile number and E -mail IDs, as all the communication about the interview, selection etc., shall be sent to that mobile numbers/ E -mail ID only.
- (iii) Shortlisting will be done based on the information/declaration submitted by the candidate at the time of submission of online application. Candidature of the registered candidate is liable to be rejected at any stage of the recruitment process or the selected candidate is liable to be terminated without notice after joining, if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement.
- (iv) The Management reserves the right to fill up or not to fill up the above position without assigning any reason whatsoever. TWIC also reserves the right to cancel/restrict/modify/alter the recruitment process, if need arises without issuing any further notice or assigning any reason whatsoever.
- (v) The prescribed qualification/ experience is the minimum and mere possession of the same does not entitle a candidate for participating in the Selection Process. Decision of TWIC in this regard shall be final.
- (vi) The appointment is subject to medical fitness as per the Rules of the Company.
- (vii) No person shall be eligible for appointment if he/she has been convicted by a court of law for an offence involving moral turpitude.
- (viii) No person shall be eligible for appointment who has previously been dismissed, removed or compulsorily retired from the service of a corporation or department of

a State or Central Government or a local authority or from an autonomous statutory body.

- (ix) Any canvassing directly or indirectly in any form by the applicant will disqualify his/her candidature.
- (x) Any dispute with regard to recruitment against this advertisement will be settled within the Jurisdiction of Chennai Court only.