

AP INDUSTRIAL CORRIDORS INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED
IHC Corporate, 1st Floor, Mangalagiri, Guntur, Andhra Pradesh

Job description for the post of Company Secretary' on APICDC rolls for
Head Office

Company Profile:

AP Industrial Corridors Infrastructure Development Corporation Limited (APICDC) is a Joint Venture Company established pursuant to the Shareholder's Agreement executed between National Industrial Corridor Development and Implementation Trust (NICDIT) representing Government of India and AP Industrial Infrastructure Corporation Ltd representing Government of Andhra Pradesh with 50% shareholding held by each and having its registered office 1st Floor, IHC Corporate, Plot No 3,4 & 6, Industrial Park, Mangalagiri, Andhra Pradesh, India - 522503.

The Company was incorporated on 07/08/2018 under the provisions of the Companies Act, 2013. The Company is engaged to carry on the business of development, implementation and maintenance of an Industrial Township Project, Trunk Infrastructure and the Strategic Projects at Krishnapatnam Industrial Node spreading across the Tirupati District (Formerly in SPSR Nellore and Chittoor Districts) under Chennai Bengaluru Industrial Corridor (CBIC) Orvakal Industrial Node in Kurnool District under Hyderabad Bengaluru Industrial Corridor (HBIC), Kopparthu Industrial Node in Kadapa District under Vizag Chennai Industrial Corridor (VCIC) in the State of Andhra Pradesh and any other Industrial node(s) under any of the three corridors viz., Chennai Bengaluru Industrial Corridor (CBIC), Hyderabad Bengaluru Industrial Corridor (HBIC) and Vizag Chennai Industrial Corridor (VCIC) in the State of Andhra Pradesh.

Job description and key responsibilities:

He/she shall report to MD, APICDC. He/she shall be responsible for performing and managing various regulatory/statutory functions like conducting Board meetings and General meetings as per the applicable provisions of the Companies Act, 2013, to prepare or draft Board/Board Committee Agendas, Minutes, advising Board of Directors on Corporate laws, applicable commercial or industrial or labour laws, handling correspondence with Statutory Authorities, filing necessary documents or returns to the Registrar of Companies and other regulatory bodies, preparation of Annual Report of Company, issue and allotment of equity shares, dematerialization of shares, effectuating appointment of directors and key personnel of the Company, assist in preparation and execution of legal agreements, preparation and audit of business reports; filing annual returns; dealing with amended regulations on a steady basis.

Key Responsibilities:-

- i. Perform the role of acting as Business Advisory to the Board of Directors of the company guiding them incorporate laws; corporate governance; strategic management; project planning; capital markets & securities laws.

- ii. Conduct the board meetings, general meetings, Committee meetings including preparation of agenda, minutes, notices, resolutions, statutory disclosures and other relevant documents in accordance with the Companies Act, 2013.
- iii. To liaise with Board members and other relevant parties in respect of meeting arrangements and compliance with formalities.
- iv. To manage the timely preparation of board minutes.
- v. To provide company secretarial support for the set-up of corporate entities as well as safely maintaining company records, meeting documents, share and registrar functions and system maintenance.
- vi. To ensure adherence to good corporate governance principles concerning all Company Secretarial matters.
- vii. To co-ordinate the preparation of agendas and board packs and their timely circulation and dispatch in conjunction with the fund administrators and other Company Secretarial team members.
- viii. Drafting, Vetting, Negotiation, and Execution of Shareholders Agreement, Joint Venture Agreements, Service Provider Agreements, Memorandum of Association, Addendum Agreements, Non-Disclosure Agreements and other agreements
- ix. Managing all legal matters including litigation, arbitration for and on behalf of the company also represent company in legal proceedings, and ensuring compliance with applicable laws and regulations.
- x. Liaisoning with various Central, State Government Departments, relevant legal advisors and other Authorities
- xi. Developing and implementing legal procedures and policies to ensure the company's compliance with applicable laws and Identifying and mitigating legal risks.
- xii. Oversee the maintenance of statutory registers, records and filings, ensuring accuracy and completeness at all times.
- xiii. Coordinate with Internal, Statutory and Secretarial Auditors to facilitate audits and ensure compliance with audit requirements.
- xiv. Stay abreast of changes in relevant laws, regulations, and industry standards and communicate implications to senior management and the board.
- xv. Handle any other responsibilities related to corporate governance and compliance as assigned by Senior Management or the Board of Directors from time to time.
- xvi. Provide strategic legal advice and guidance to senior management on a wide range of legal issues affecting the company's operations.
- xvii. Above-mentioned list is inclusive and not exhaustive so as to have various statutory compliances related to Companies Act on timely and efficiently manner.

Minimum Requirements

- i. **Nationality:** Indian only.
- ii. **Maximum Age:** Age should not be more than 40 years as on 31st December 2025.
- iii. **Educational Qualifications:** Graduate in any discipline and qualified Company Secretary with fellow membership from ICSI. Candidates having qualifications such as LLB will be preferred.

- iv. **Professional Experience:** Minimum 7 to 10 years of post-qualification experience of dealing with Secretarial and legal responsibilities and experience of working in Corporates, or joint venture companies or government companies.
- v. Preference will be given to a candidate who has the experience of working in a Government/PSU setup and in Infrastructure sector.

Knowledge and Skills:

- i. Must possess strong domain knowledge of incorporation of Companies, Joint Venture Companies, preparation of JV agreements/shareholders agreements, dissolution of companies, Corporate Laws, Corporate Governance, Contract laws, registration, stamping Etc.
- ii. Drafting of various agreements and contracts of the Company.
- iii. Skills in organising resources and establishing priorities.
- iv. Analytical reasoning and decision-making ability.
- v. Ability to foster collaborative work environment in a multi-cultural and multi-ethnic environment.
- vi. Strong interpersonal skills and the ability to work effectively with wide range of constituents in a diverse community.
- vii. Good verbal and written communication skills.

Designation, Reporting & Job Location

The designation shall be "**Company Secretary**". Reporting will be directly to the MD, of APICDC. The job location will be Mangalagiri but may require travel.

The position is on APICDC Rolls.

Salary: As per industry standards.

How To Apply: Candidates should submit their latest Resumes along with qualification and experience documents by mailing to managerhr@apicdc.in on or before **5:00 PM of 20.03.2026**. Applications received through any other mode shall be summarily rejected.

Selection Process: A Selection Committee will be constituted to short list, interview and recommend the candidate.

Applications should be submitted to the following address:

MD, APICDC, IHC Corporate, 1st Floor, Mangalagiri, Guntur, Andhra Pradesh - 522503. Candidates should submit soft copy by mailing to managerhr@apicdc.in

Disclaimer: This is not a Government job as APICDC is not a Government Company.