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IRM Energy Ltd.



JOB DESCRIPTION

Position Level: Assistant Manager	Department: Secretarial & Legal
Location: Head Office, Ahmedabad	Reports to: Company Secretary & Compliance Officer

COMPANY OVERVIEW

IRM Energy Ltd, formerly known as IRM Energy Pvt Ltd (a Group Company of Cadila Pharmaceuticals Ltd) is an integrated value driven energy enterprise developing Natural Gas distribution projects (CNG: Compressed Natural Gas & PNG: Piped Natural Gas) across districts in the country for customers in industrial, commercial, domestic and transport sector. The company is committed towards contributing to the energy need of its consumers.



Job Summary

Responsible for ensuring compliance with the Companies Act, SEBI regulations, and other corporate laws. Manages statutory filings, Board and Committee meetings, general meetings, and shareholder communications. Oversees maintenance of statutory registers, investor grievance resolution, and coordination with auditors for secretarial audits. Keeps abreast of regulatory changes and supports various corporate governance initiatives and assigned projects.



Key Responsibilities

- Ensure compliance with the Companies Act, 2013, SEBI Regulations, and other corporate laws;
- Managing and filing the Quarterly/half yearly/Yearly / event-based Stock Exchange compliances;
- Drafting and preparation of Board and Committee Meetings Notice, Agenda, Minutes and Circular Resolutions;
- Drafting and Preparing notices for General Meetings, including Postal Ballots, and manage related processes
- Drafting of Annual and other statutory reports;
- Managing the Shareholders/Investor grievances and litigation cases
- Maintaining and timely updating of the Statutory Registers, records in compliance with regulatory requirements;
- Drafting and sending out various communications to the shareholders;
- Filing of event based and Annual e-forms with Ministry of Corporate Affairs/Registrar of Companies;
- Support and coordinate with auditor for timely completion of Secretarial Audits;
- Effective Records Management and Database creation;
- Keep yourself and team updated about the changes in the regulations / laws;
- Any other projects / activities assigned.



Required Qualifications

- Qualified Company Secretary
- 1-2 years of post-qualification experience, preferably with a listed company.
- Proficient in SEBI Regulations/MCA e-filing/RBI filings and other secretarial functions covering Corporate Laws.