



INDRAPRASTHA GAS

## **INDRAPRASTHA GAS LIMITED**

(A Joint Venture of GAIL, BPCL & Govt. of NCT of Delhi)

IGL Bhawan, Plot No. 4, Community Centre,

Sector 9, R K Puram, New Delhi – 110022

(CIN - L23201DL1998PLC097614)

Date: 11-09-2024

Website: [www.iglonline.net](http://www.iglonline.net)

### **Advt. No. – 09/2024/1**

### **Recruitment of various post(s) on regular basis**

Indraprastha Gas Limited (IGL) established in 1998 as a joint venture between GAIL (India) Limited, Bharat Petroleum Corporation Limited (BPCL) and the Government of NCT of Delhi is a leading natural gas distribution company in India. IGL is committed to provide safe, reliable and environment-friendly natural gas to domestic, commercial, industrial, transport sectors and has always been at the forefront of promoting clean and green fuel solutions.

IGL invites applications from highly competent, experienced and self-motivated candidates with a passion for excellence for the following post(s):

- 1) Company Secretary (Chief General Manager)
- 2) Chief General Manager (Legal)
- 3) Additional General Manager (Legal)
- 4) Deputy General Manager (Legal)

The candidate(s) who are willing to be part of ever growing & profit making organization and are ready to take the challenging role in creating a significant impact in this ever growing sector, may apply through **ONLINE** for the post(s) subject to meeting the eligibility criteria as per details given below:

<b>Post Name</b>	<b>No. of Post(s)</b>	<b>Upper Age limit (as on 01-09-2024)</b>	<b>Educational Qualification</b>	<b>Experience (as on 01-09-2024)</b>
Company Secretary (Chief General Manager)	01	48 years	<b>Essential:</b> Candidate should have passed the final examination of the Institute of Company Secretaries of India (ICSI) and should be an Associate / Fellow Member of ICSI. Candidate should have minimum 60% marks in Class 10th and Class 12th. <b>Desirable Additional:</b> LLM / CA / CMA / MBA (Finance) will be given preference.	<b>Post Qualification Experience (Essential):</b> Candidate should have the post qualification experience of minimum 18 years as a full time employee in a reputed company in executive cadre or equivalent position out of which minimum 01 year current experience must be as designated "Company Secretary" in top 500 listed Companies as per market capitalization based on the data available on NSE/BSE website after closing of market as on 31 <sup>st</sup> March 2024. <b>Desirable Experience:</b> Candidate who has served maximum years of service as a Company Secretary in listed Companies on NSE/BSE, will be given preference.



Post Name	No. of Post(s)	Upper Age limit (as on 01-09-2024)	Educational Qualification	Experience (as on 01-09-2024)
Chief General Manager (Legal)	01	48 years	<p><b>Essential:</b> Candidate should have LLB / Bachelor of Law (Full Time-Regular Course) with minimum 50% marks from recognized Institute/ University. Candidate should have minimum 60% marks in Class 10th and Class 12th.</p> <p><b>Desirable Additional:</b> LLM (Full Time-Regular Course) will be given preference.</p>	<p><b>Post Qualification Experience (Essential):</b> Candidate should have the post qualification experience of minimum 18 years in legal function as full time officer/executive out of which minimum 12 years' experience must be in corporate**.</p> <p><b>Desirable Experience:</b> Candidate who has served in legal function of CGD / Oil &amp; Gas sector shall be given preference.</p>
Additional General Manager (Legal)	01	42 years	<p><b>Essential:</b> Candidate should have LLB / Bachelor of Law (Full Time-Regular Course) with minimum 50% marks from recognized Institute/ University. Candidate should have minimum 60% marks in Class 10th and Class 12th.</p> <p><b>Desirable Additional:</b> LLM (Full Time-Regular Course) will be given preference.</p>	<p><b>Post Qualification Experience (Essential):</b> Candidate should have the post qualification experience of minimum 14 years in legal function as full time officer/executive out of which minimum 09 years' experience must be in corporate**.</p> <p><b>Desirable Experience:</b> Candidate who has served in legal function of CGD / Oil &amp; Gas sector shall be given preference.</p>



Post Name	No. of Post(s)	Upper Age limit (as on 01-09-2024)	Educational Qualification	Experience (as on 01-09-2024)
Deputy General Manager (Legal)	02	39 years	<p><b>Essential:</b> Candidate should have LLB / Bachelor of Law (Full Time-Regular Course) with minimum 50% marks from recognized Institute/ University. Candidate should have minimum 60% marks in Class 10th and Class 12th.</p> <p><b>Desirable Additional:</b> LLM (Full Time-Regular Course) will be given preference.</p>	<p><b>Post Qualification Experience (Essential):</b> Candidate should have the post qualification experience of minimum 11 years in legal function as full time officer/executive out of which minimum 07 years' experience must be in corporate**.</p> <p><b>Desirable Experience:</b> Candidate who has served in legal function of CGD / Oil &amp; Gas sector shall be given preference.</p>

**\*\* Corporate: Corporate means Public Limited Companies or Government organizations of India.**

Compensation	Annual Fixed Pay Band			
	Company Secretary (Chief General Manager)	Chief General Manager (Legal)	Additional General Manager (Legal)	Deputy General Manager (Legal)
	Rs.32,50,000 – Rs.74,00,000	Rs.32,50,000 – Rs.74,00,000	Rs.21,60,000 – Rs.55,00,000	Rs.18,00,000 - Rs.46,00,000
	In addition to Fixed Pay, Variable Pay (i.e. Performance Linked Incentive) and other benefits will be applicable as per Company Policy.			
	Our company can consider the higher fixed pay (instead of initial fixed pay) for experienced and dynamic candidates.			



## **JOB PROFILE:**

### **1) Company Secretary (Chief General Manager)**

#### **❖ General**

The position is responsible for overseeing the company secretarial functions, coordination amongst the Head of Departments for implementation of Board decisions and ensuring statutory compliances related to Board of Directors, shareholders and the organization's stakeholders.

#### **❖ Key Functions / Responsibilities**

- To ensure smooth secretariat function for IGL resulting in efficient business operations.
- To act as professional adviser in relation to various corporate matters.
- Ensuring that the Corporate Governance is as per regulatory and statutory guidelines from a compliance perspective.
- Ensuring compliances under Companies Act 2013 and SEBI Listing Regulations, Insider Trading Regulations etc.
- To ensure adherence to various statutory, regulatory and legal compliances by IGL viz. Listing agreements with Stock exchanges (BSE and NSE).
- To ensure timely compliance of all statutory requirements.
- To ensure compliances of Companies act and SEBI Regulations.
- To supervise the process of Registrar & Transfer Agent and ensure smooth operational activities.
- To ensure filing of various returns to Registrar of Companies (ROC).
- To interact and coordinate with various authorities like ROC, ministry of corporate affairs etc.
- Maintain and retain all statutory records/books/registers.
- Appointment/cessation of Directors and ensuring composition of Board / Committees as per law.
- Identify the timelines and agendas of the Company's Board meetings/Committee meetings ensuring timely and smooth coordination for conducting various meetings.
- To coordinate with directors and various departmental heads for Board Meetings and various statutory and non-statutory Committee meetings.
- To coordinate for fixing up time slots, preparation of agenda papers for the above mentioned meetings.
- To provide strategic inputs to management and Board members when solicited.
- To ensure timely preparation of minutes for the above-mentioned meetings.
- To prepare various reports for annual general meeting of the shareholders' like
  - Preparation of Directors report
  - Corporate governance report
  - Management discussion and analysis
  - Business Responsibility and Sustainability Report
  - Notices, minutes of Annual General Meeting



- To ensure coordination for the printing and dispatch of annual reports to shareholders.
- To coordinate for conducting annual general meetings of shareholders (physical/virtual mode) and approval of resolution(s) through Postal Ballot.
- To address and resolve shareholders' grievances or queries.
- To ensure correspondence with the shareholders in case of any grievance or query.
- To coordinate for and arrange payment of Interim and Final dividend to promoters as well as various shareholders.
- To address any queries related to dividend payments.
- To coordinate for various activities pertaining to Investor Education and Protection Fund.
- To keep oneself abreast with the latest changes in the laws / regulations.
- To ensure timely preparation of MIS and reports for management's use.

## 2) **Chief General Manager (Legal)**

### ❖ **General**

The position is responsible for handling the legal department and managing all the legal affairs of the company. The role provides expert and strategic legal advice to management on business decisions. Ensure legal compliance and limit organization's exposure to risk.

### ❖ **Key Functions / Responsibilities**

- Lead and manage the legal function, advise the management on providing legal support on day-to-day legal affairs and undertaking legal action for protecting best interest of the organization.
- Will be responsible for providing strategic legal advice on new business ideas/plans, managing critical strategic litigations, handling M&A, Joint Ventures/partnership activities proposed for growth and business diversification.
- Effective litigation management not limited to labor, consumer, contractual, criminal cases etc., before courts, tribunals, various forums, regulators and arbitrators.
- Responsible for developing and implementing legal policies and procedures across all business operations.
- Extensive coordination with internal and external stakeholders including advocates, Sr. advocates, law firms and government agencies etc.
- Drafting/vetting and streamlining legal documents and Agreements such as - joint venture agreement, service agreements, NDAs, MOU's and other agreements etc.
- Advise and engage with internal teams and law firms on transaction-specific legal matters and obtaining legal opinion, legal reviews, reports and other critical documents required by business.
- To keep oneself abreast with the latest changes in the laws / regulations.



### 3) Additional General Manager (Legal)

#### ❖ **General**

The position will assist the Head of Legal function in managing all legal affairs of the company. The role involves providing legal advice, handling litigations, ensuring compliances and drafting legal documentation to safeguard the company's interests.

#### ❖ **Key Functions / Responsibilities**

- Assist on day-to-day legal affairs, policy matters and legal actions.
- Handle litigation, not limited to labor, consumer, contractual, and criminal cases etc. before courts, tribunals, various forums, regulators and arbitrators.
- Provide guidance and support on service matters, employee disciplinary matters, industrial disputes etc.
- Ensure effective implementing of legal policies and procedures across all business operations.
- Managing coordination with internal and external stakeholders including advocates, Sr. advocates, law firms and government agencies etc.
- Drafting/vetting and streamlining legal documents and Agreements such as - joint venture agreement, service agreements, NDAs, MOU's and other agreements etc.
- Engage with internal teams and law firms on transaction-specific legal matters and obtaining legal opinion, legal reviews, reports and other critical documents required by business.
- Assist the team in quality on-time delivery of legal support to all verticals of the organization.
- Conduct periodical review of the ongoing legal matters.
- To keep oneself abreast with the latest changes in the laws / regulations.

### 4) Deputy General Manager (Legal)

#### ❖ **General**

The position will support the legal department in handling legal affairs, providing legal advice, and managing litigation. The role involves ensuring compliance, drafting legal documentation, and liaising with advocates to protect the company's legal interests.

#### ❖ **Key Functions / Responsibilities**

- Assist on day-to-day legal affairs, policy matters, and legal actions.
- Handle litigation, not limited to labor, consumer, contractual, and criminal cases etc. before courts, tribunals, various forums, regulators and arbitrators.
- Ensure effective implementing of legal policies and procedures across all business operations.
- Effective engagement with internal and external stakeholders including advocates, Sr. advocates, law firms, government agencies etc. Drafting/vetting and streamlining legal documents and Agreements such as - joint venture agreement, service agreements, NDAs, MOU's and other agreements etc.



- Engage with internal teams and law firms on transaction-specific legal matters and obtaining legal opinion, legal reviews, reports and other critical documents required by business.
- Assist the team in quality on-time delivery of legal support to all verticals of the organization.
- Preparation of MIS on legal matters.

#### **APPLICATION PROCESS:**

- 1) Candidates are requested to apply online only on [iglonline.net/careers](http://iglonline.net/careers) after reading detailed advertisement. No other mean/mode of application shall be accepted.
- 2) All the details mentioned in the online form will be treated as final and no request for changes will be entertained later on. Therefore, candidates are advised to fill the **ONLINE** form with utmost care making correct entries in the respective fields.
- 3) Documents required to be uploaded at the time of applying for post(s) mentioned above:
  - a. **Age Proof:** 10<sup>th</sup> Mark sheet and Certificate in PDF Format.
  - b. **Educational Qualification(s):** Mark sheets & Certificates in PDF Format as per Educational Qualification (Essential and Desirable Additional) mentioned against each post in the above table.
  - c. Updated **Curriculum Vitae (CV)** in PDF Format mentioning all the details of post qualification experience such as Name of organization, Tenure served, Position held and brief role etc.
  - d. Recent passport size **photograph and signature** in JPEG Format.
- 4) After submitting the application form, a **unique Application Number** will be generated. The candidate can keep the same for future reference.

#### **SELECTION PROCESS:**

- a. Applications received within the due date will be scrutinized as per eligibility criteria (essential as well as desirable) specified against each post in the above table.
- b. On the basis of scrutiny of the application and uploaded documents, merit list for eligible candidates will be prepared and shortlisted candidates will be called for Interview.
- c. Screening and selection will be based on the details provided by the candidate; hence it is necessary that applicants should furnish accurate, full and correct information. Furnishing of wrong / false / incomplete information will lead to disqualification of candidature.
- d. All the candidates claiming to fulfil requisite eligibility criteria are advised to upload the relevant supporting documents as mentioned in this advertisement.
- e. Final selection will be on the basis of Educational Qualification(s), Experience and Performance in personal Interview. Any other sort of assessment may also form a part of final selection process.

**NOTE:** Decision to accept/reject candidature of any applicant lies solely with IGL.





## **DOCUMENTS REQUIRED AT THE TIME OF INTERVIEW/DOCUMENT VERIFICATION ALONG WITH ORIGINAL:**

All the candidates who will be called for interview shall carry the copy of following documents along with original(s):

- 1) Updated Curriculum Vitae
- 2) 02 recent passport size photographs
- 3) Copy of 10<sup>th</sup> & 12<sup>th</sup> mark sheet and certificate
- 4) Copy of Graduation mark sheet and certificate
- 5) Copy of mark sheet(s) and certificate(s) for Educational Qualification (Essential and Desirable Additional) mentioned against each post in the above table.
- 6) Complete and Proper Experience certificates/ Documents issued by the Employer(s)/Organization(s) in support of experience details mentioned by the candidate in the online Application Form.
- 7) Proof(s) of emoluments viz. Salary slip (Last 3 months), Form 16 of last FY etc.
- 8) Valid ID proof (**Mandatory:** Aadhar card and PAN card)
- 9) Applicable only for the position specific requirement - Documentary proof towards listing of the Organization/Company/Institution on **NSE/BSE** in the relevant Financial Year of employment. In case of listing of the Organization/Company/Institution for the part duration on NSE/BSE during any Financial Year, the same shall be submitted with relevant documents.

## **GENERAL INSTRUCTIONS:**

- 1) Only Indian Nationals are eligible to apply.
- 2) Before applying, candidates should ensure that they fulfil the eligibility as on the cut-off date.
- 3) Cut-off date for eligibility criteria is **01-09-2024**.
- 4) Application with incomplete / wrong particulars will not be considered.
- 5) Candidates may be asked to submit documentary evidence of eligibility at any point of time during the selection process, within stipulated time, as advised by IGL.
- 6) Candidates are advised to submit only one application per post. In case of multiple applications from a candidate, the latest one shall be considered as final and the earlier applications shall be rejected without any notice.
- 7) The candidature of the shortlisted applicants for interview would be provisional and subject to subsequent verification of certificates/documents.
- 8) Appointment to the post will be subject to the candidate being medically fit.
- 9) The candidate called for interview who comes from places beyond the distance of 32 km will be reimbursed actual expenses incurred on travel to and from the place of interview as per the policy of Company on production of ticket / boarding pass as documentary evidence in respect of the onward journey (eligible travel modes include Economy Class Air Travel or AC Class 1 Rail Travel). On verification, if the certificates/documents submitted by candidate at the time of submission of application are found inadequate/improper, the candidature of the applicant shall be cancelled and no reimbursement shall be provided.





10) IGL reserves the right to cancel/restrict/curtail/enlarge the recruitment/selection process thereunder without any further notice and without assigning any reasons.

Any further corrigendum/addendum would be uploaded on IGL website [iglonline.net/careers](http://iglonline.net/careers)

**IMPORTANT DATES:**

<b>Activity</b>	<b>Date</b>
Commencement of Online submission of application by candidates	11-09-2024 From (00:00 HRS)
Last date for online submission of application by candidates	01-10-2024 Till (23:59 HRS)