

<b>Role Name</b>	<b>Executive Legal &amp; Secretarial</b>		
<b>Reporting to</b>	<b>ED- Legal &amp; Secretarial</b>		
<b>Company Profile</b>	Asahi India Glass Ltd. is the largest glass company in India, manufacturing a spectrum of international quality automotive safety glass, float glass, architectural processed glass and glass products. The company's auto glass commands a market share of 70% and its Float Glass enjoys 31% market share in India. Asahi India Glass Ltd. is jointly promoted by Asahi Glass Co. Ltd. (largest flat glass producing companies in the world), Maruti Suzuki India Ltd. and B M Labroo & Associates.		
<b>S.No</b>	<b>KRA (Key Result Areas)</b>	<b>KPI (Key Performance Indicators)</b>	
1	Management of Promoter shareholding		
2	Liason with the Registrar & Share Transfer Agency (RTA) for various shareholder issues		
3	Other routine legal and sec compliances including LODR - listing regulation		
4	Preparation and filing of quarterly shareholding pattern of the company		
5	Creation an release of pledge on shares and compliances thereto		
<b>REQUIREMENTS</b>			
<b>Knowledge</b>	basic finance / accouting / income tax knowdege	<b>Experience '(Number of years)</b>	Minimum 10 years
<b>Skills</b>	Overall company law knowledge.	<b>Qualification</b>	Semi Qualified CS
<b>INTERACTION</b>			
<b>Internal</b>	<b>Customers</b>	<b>Other External parties/Vendors</b>	