

Job Description and Job Specification	
About GSFC	M/s. Vadodara Jal Sanchay Pvt Ltd (VJSPL), a company promoted by GSFC, GACL, GIPCL, and VMC was formed to set up a plant for treatment of secondary treated wastewater received from Vadodara Municipal Corporation as per the policy of the Government of Gujarat applicable from time to time and ensure round the clock supply of desired quality and quantity of treated wastewater to the user industries on consistent basis by laying down the necessary pipeline network. VJSPL is in process to setup up 42 MLD Tertiary Treatment plant with associated offsite facilities for treatment of secondary waste water of existing & STP of VMC, in Channi, through LSTK Contract.
Post Name	Officer (Secretarial & Legal) – On Contract
Post Code	VJSPL/CONT/O/04
Type of Employment	Contractual
Age Criteria	Not more than 30 years of age as on date of advertisement
Qualification	Essential: Company Secretary (CS) (ICSI member) + Full-time LLB from a recognized University.
Experience	Minimum 2 to 3 years of relevant post-qualification experience handling corporate secretarial and legal matters in a corporate/industrial setup.
Over all Responsibilities	Corporate Secretarial & Governance - Assisting in conducting and managing Board, Committee, and Shareholders' meetings. - Supporting in preparation and circulation of agenda papers, notices, and resolutions. - Drafting and assisting in finalization of minutes of meetings and follow-up on action items. - Coordination with senior management and directors for approvals and governance documentation. Statutory Compliance & Filing - Assisting in ensuring compliance with the Companies Act, and other applicable laws. - Supporting in preparation and filing of forms, returns, and disclosures with RoC and other regulatory authorities. - Maintaining and updating statutory registers, records, and secretarial documentation. - Tracking compliance deadlines and ensure timely submissions. Annual Reporting & Documentation - Assisting in drafting parts of the Annual Report, including Directors' Report and related disclosures. - Ensuring proper documentation control and record maintenance for audits and statutory reviews.

	Coordination & Liaison • Liaising with internal departments for collection of information required for compliance and secretarial work. • Coordination with external stakeholders including RTA, auditors, consultants, and regulatory authorities. • Supporting liaising with Board/Chairman/Directors' offices for meeting-related requirements. Compliance Tracking & MIS • Maintaining compliance trackers and assist in monitoring regulatory timelines. • Supporting in preparation of MIS reports related to secretarial and compliance matters. • Ensuring proper record keeping and documentation management system. Litigation Management • Managing litigations by collecting and compiling case-related documents, attending court hearings, coordinating with external legal counsel. • Preparation of legal documentation and reviewing case papers, drafting replies, rejoinders, and responses to legal notices. Legal Support & Advisory • Drafting responses to internal and external queries in consultation with seniors/legal counsel. • Supporting in contract drafting, review, and vetting of legal documents, legal notices. Compliance Support • Assisting in tracking and ensuring compliance with applicable laws and regulations. • Support in maintaining compliance records, filings, and statutory documentation. Learning & Professional Development • Stay updated on amendments in relevant laws, SEBI regulations, and secretarial standards. • Develop working knowledge of corporate governance practices and compliance frameworks. • Continuously build knowledge in relevant legal and regulatory domains.
Skills	• Knowledge of Companies Act, SEBI regulations & corporate governance framework and commercial and other applicable laws. • Legal and secretarial drafting & documentation (notices, agenda, minutes, resolutions) and Legal drafting & documentation. • Understanding of statutory compliance and regulatory filing requirements. • Attention to detail and strong record-keeping abilities.

	• Time management and ability to meet statutory deadlines. • Analytical and problem-solving skills. • Effective communication & coordination skills. • Proficiency in MS Office (Word, Excel, PowerPoint) and legal research tools.
Job Location	Vadodara
Compensation and Benefits	Remuneration shall be commensurate with qualifications and experience of the candidate and will be in line with industry standards.

Note:

1. *Candidate should have Good Verbal and Written communication in English and Gujarati.*
2. *Canvassing in any form shall disqualify the candidate for the selection process.*
3. *Management reserves the right to cancel / restrict / enlarge / modify / alter the recruitment / selection process without assigning any reason thereafter.*
4. *The management reserves the right to add, modify or delete any eligibility standards/ criteria test as the case may be, to the selection process.*

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Post Name	Officer (Project Execution -Technical) – On Contract
Post Code	VJSPL/CONT/O/03
Type of Employment	Contractual
Age Criteria	Not more than 30 years of age as on date of advertisement
Qualification	Essential: Full Time BE/B. Tech (Civil / Mechanical / Electrical / Instrumentation / Chemical / Process Engineering) from a recognized University. Preferable: M.Tech./MBA (Project Management) or equivalent qualification.
Experience	Minimum 2-3 years post-qualification experience preferably in execution, monitoring and coordination of large industrial/infrastructure/EPC/water treatment projects including project planning contractor coordination, quality and progress monitoring
Over all Responsibilities	• To plan, execute, monitor and control project activities to ensure timely completion within approved cost, quality and safety parameters. • To coordinate with EPC/LSTK contractors, PMC consultant, vendors, government/semi government bodies, statutory authorities and internal stakeholders for seamless project execution. • To supervise and manage site execution activities related to Civil, Mechanical, Electrical, Instrumentation and Process systems. • To monitor construction schedules, resource deployment, project progress and ensure achievement of project milestones. • To manage execution of cross-country pipeline networks including route alignment, resolution of ROW issues, utility crossings and associated infrastructures. • To undertake liaison activities with Government Departments, Local Authorities, Statutory Bodies and Regulatory Agencies for obtaining ROU/ROW/ approvals/clearances for pipe line laying. • To oversee site stores, inventory management, material

	reconciliation. • To ensure adherence to project quality standards, HSE requirements, statutory regulations and company policies. • To identify project risks, recommend mitigation measures and ensure effective issue resolution. • To prepare project MIS reports, progress reports, management presentations and review documents. • To manage contractor performance, certification, billing verification and contractual compliance. • To support pre-commissioning, commissioning, performance testing and project handover activities. • Project Capitalization with asset preparation and maintenance of asset register. • To review and finalize the O & M contract for the plant.
Skills	• Project Planning & Execution • Project Monitoring and Control • Multidisciplinary Engineering Coordination • Contract and Vendor Management • Liaison and Stakeholder Management • Leadership and Team Management • Problem Solving and Decision Making • Cross-Country Pipeline Project Management • Communication and Interpersonal Skills • Risk Management and Analytical Skills • Cost Control and Resource Optimization • Proficiency in Project Management Software (MS Project/ Primavera)
Job Location	Vadodara
Compensation and Benefits	Remuneration shall be commensurate with qualifications and experience of the candidate and will be in line with industry standards.

Note:

1. *Candidate should be conversant with HRMS, ERP modules.*
2. *Working knowledge of project planning tools such as Primavera and MS Project shall be preferred.*
3. *Experience in water treatment, wastewater treatment, industrial utility, infrastructure or EPC projects shall be an added advantage.*
4. *Management reserves the right to cancel / restrict / enlarge / modify / alter the recruitment / selection process without assigning any reason thereafter.*
5. *The management reserves the right to add, modify or delete any eligibility standards/criteria/test as the case may be, to the selection process.*
6. *Exposure in IT skills is essential and Candidate must be Computer and Technology Savvy.*
7. *Canvassing in any form shall disqualify the candidate for the selection process.*

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Post Name	Officer (HR & IR) – On Contract
Post Code	VJSPL/CONT/O/02
Type of Employment	Contractual
Age Criteria	Not more than 30 years of age as on the date of advertisement
Qualification	Essential: MBA (HR)/MHRM/MSW All courses must be full-time from recognized university/Institute. Distance course and part time course will not be considered.
Experience	Minimum 2-3 years of post-qualification experience preferably in Talent Acquisition, Employee Relations, Industrial Relations (IR), Manpower Planning, Contract Labour Management, and Statutory Labour Compliance in an industrial set-up.
Over all Responsibilities	• Talent Acquisition & Onboarding: Plan manpower requirements and manage full-cycle recruitment (sourcing, interviewing, salary negotiations, approvals, and onboarding). • Employee Lifecycle & Operations: Oversee performance management, appraisals, promotions, transfers, personnel record-keeping, and offboarding workflows including exit interviews and attrition analysis. • Industrial Relations & Grievances: Handle IR matters, resolve employee grievances, manage disciplinary actions, and foster a productive, harmonious work environment. • Statutory Compliance & Policy: Ensure complete adherence to labor laws, statutory regulations, contract labor compliance, and company HR policies. • Engagement & L&D: Drive employee engagement, talent retention strategies, training need identification, and Learning & Development (L&D) programs. • HR Analytics & Governance: Prepare HR MIS reports, manpower analytics, and board notes to support strategic management decisions and cross-departmental coordination.

Skills	• Strategic thinking and leadership skills. • Excellent written and oral communication; • Clear, persuasive communication skills. • Negotiation skills • Maintaining confidentiality • Project management and organizational skills • Cost consciousness; • Good teamwork skills; • Knowledge of applicable laws and regulations;
Job Location	Vadodara
Compensation and Benefits	Remuneration shall be commensurate with qualifications and experience of the candidate and will be in line with industry standards.

Note:

- 1. The overall responsibilities listed above are an illustrative list and not an exhaustive list. Additional responsibilities may be added from time to time depending on organisational requirements.*
- 2. Terms and Conditions of appointment may vary in any manner with any other employees of the Company as per discretion of the Company.*
- 3. Management reserves the right to cancel / restrict / enlarge / modify / alter the recruitment / selection process without assigning any reason thereafter.*
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Post Name	Officer (Finance) – On Contract
Post Code	VJSPL/CONT/O/01
Type of Employment	Contractual
Age Criteria	Not more than 30 years as on the date of advertisement
Qualification	Essential: Chartered Accountant (CA)/ICWA/MBA (Finance)-Full time from recognized and reputed institute
Experience	Minimum 2-3 years post-qualification experience preferably in Finance & Accounts, Budgeting, Taxation, Financial Reporting, Project Finance, and Treasury/Commercial functions in a medium/large industrial enterprise.
Over all Responsibilities	Finance & Accounts Oversight: Manage and oversee the complete finance and accounting functions of the company, ensuring financial integrity, Ind AS compliance, robust internal controls, and smooth audit processes. Project Finance & Resource Management: Lead project finance operations, including cash flow management, budgeting, financial planning, fund mobilization, and continuous financial monitoring. Site Administration & Operational Support: Oversee project site administration, store/inventory management, industrial relations (IR), and other site-level administrative functions to ensure smooth project execution. Cost Optimization & Financial Control: Identify, develop, and drive cost reduction and optimization initiatives across operational and administrative processes without compromising efficiency. MIS & Strategic Reporting: Prepare, analyze, and present comprehensive MIS reports, financial statements, and management decks aligned with industry best practices to facilitate executive decision-making.

Skills	• Strategic thinking and leadership skills. • Strong interpersonal and stakeholder management. • Clear, persuasive communication skills. • Project management and organizational skills.
Job Location	Vadodara
Compensation and Benefits	Remuneration shall be commensurate with qualifications and experience of the candidate and will be in line with industry standards.

Note:

1. *Exposure in IT Skills is essential and knowledge of Gujarati language will be preferred.*
2. *Candidate must be Computer and Technology Savvy.*
3. *Candidate should be conversant to HRMS,ERP modules, preferably SAP system.*
4. *Canvassing in any form shall disqualify the candidate for the selection process.*
5. *Management reserves the right to cancel / restrict / enlarge / modify / alter the recruitment / selection process without assigning any reason thereafter.*
6. *The management reserves the right to add, modify or delete any eligibility standards/ criteria test as the case may be, to the selection process.*