



RASHTRIYA RAKSHA UNIVERSITY

(An Institution of National Importance)

Pioneering National Security and Police University of India

Expression of Interest for Hiring of Services of Chartered Accountant/Cost Accountant Firm, Company Secretary and Legal Services Firm for Security and Scientific Technical Research Association (SASTRA), Rashtriya Raksha University .

SASTRA, RRU invites an expression of interest for empanelling Company Secretary and Legal Services for day to day functioning

About Rashtriya Raksha University

- Rashtriya Raksha University, an Institution of National Importance of India, Pioneering National Security and Police University of India, Ministry of Home Affairs, Government of India, is established by the Parliament of India, Act No. 31 of 2020.
 - The University aims to become an academic-research-training ecosystem for national security and police. Its endeavours focus on highly professional national security, police
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education, research, and training through its qualified civilian and security faculty, committed human resources, motivated participants and students, intellectually stimulating and professional disciplined environment, and worldwide network, sharing, and exchange. It aims at providing security and strategic education in contemporary and futuristic security and strategic studies and interdisciplinary areas.

- RRU has set up Security And Scientific Technical Research Association (SASTRA), Section 8 Company under the Companies Act 2013 with an aim to facilitate innovation, incubation, and technology acceleration in the security space. SASTRA is geared to integrate component technologies onto a platform and facilitate the gradual development of the technology to meet the qualitative requirements (QRs) of the forces.
- SASTRA has been collaborating with various industries and academia for partnerships over interdisciplinary and technology domains. SASTRA has been working with a broad coalition of researchers, practitioners, government agencies, and students in an attempt to improve the security infrastructure of our nation through technological and social innovations. The goal is to provide the highest level of support to security forces by bringing industries, academics, and research one step closer to realizing the innovation potential of our nation.
- For the day to day functioning and transactions SASTRA requires to hire services of Chartered Accountant/Cost Accountant Firm, Company Secretary and Legal Services Firm, Company Secretary and Legal Services. The expression of interest is called for fulfillment of this requirement.

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1. Chartered Accountant/Cost Accountant Firm

Essential Qualification

In order to be eligible for the Company, a person/Firm should fulfill the following conditions :-

The applicant firm/person should –

- Be a member of the Institute of Chartered Accountants of India/Institute of Cost Accountants of India and should have valid full time Certificate of practice issued by the respective institutes;
- That the applicant or any partner/proprietor of the applicant firm having experience and practice and should not have indulged in any unethical professional practice or professional misconduct including moral turpitude;
- Not have been held guilty of any professional misconduct.

Desirable Experience

- Possess experience of at least five years of practice as Chartered Accountant/Cost Accountant;

Duties and Responsibility

- Financial regulations on all the company and organizational activities like local, state, and central accounting.
- Creating reports on financial data, compiling and analyzing the existing data.
- Creating periodic reports like balance sheets, profit & loss statements, and others.
- Maintaining financial records and sheets errorlessly.
- Performing audits and resolving discrepancies.
- Staying updated with the current law and regulations relating to finance and accounting.
- Advising and assisting management in the various organizational decision-making processes by maintaining financial issues and preparing budgets.

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- Preparing and maintaining data to represent in front of important entities such as managers, potential investors, and others
- Compliance related to Tax Deduction at Source (TDS), Tax Collection at Source (TCS) and other laws.
- Compliance related to the Goods and Service Tax (GST) Act.
- Compliance in relation to TDS, Advance Tax, Income Tax, Professional Tax, filing of Taxes, & Payment of Taxes.

2. Consultancy Service: Company Secretary

The primary role of the **Company Secretary (CS)** shall be to maintain the company's books of accounts, auditing the company's tax returns, GST Filing, advising the board of directors relating to the legal and financial risks of the company and ensuring that the company complies with statutory regulations.

a) **Essential Qualification**

A person/firm applying for the empanelment should be holding professional qualification as member of the Institute of Company Secretaries of India.

b) **Desirable Experience**

Persons having minimum experience of five years in dealing with matters related to Companies Rules and Regulations.

c) **Duties of a Company Secretary (CS)**

The CS shall also report to the board of directors about the compliance statement of the company.

- Ensure that the company is complying with all secretarial standards.
- Do all such other duties as prescribe by the company board of directors from time to time.

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- Provide the company directors guidance as they may require concerning their powers, duties and responsibilities.
- Facilitate the convening of meetings, attend general, board and committee meetings, and maintain the minutes of these meetings.
- Obtain approvals from the general and board meetings, government, and other required authorities as provided under the provisions of the Act.
- Represent before several regulators and other authorities under the Act connected with the discharge of duties under the Act.
- Assist the company board in the conduct of the company affairs.
- Advice and assist the board in complying with the corporate governance requirements, ensuring good corporate governance and best practices.
- Discharge such other duties as specified under the Act or rules.

3. Consultancy Service: Legal Service

Applications are invited for engaging experienced, proficient and result oriented advocates/law firms to represent SASTRA, Sec 8 Company under the Companies Act 2013 from time to time before adjudicating authorities and provide professional services as per SASTRA's requirements viz drafting of legal documents/ agreements/contracts etc in the area of Company Law Matters/ Arbitration matters / Service matters / Taxation/labour laws / Civil Suits /Writ matters /Consumer Protection Laws/ and Custom Laws and other commerce-related laws.

ELIGIBILITY / CRITERIA FOR EMPANELMENT

a) Essential Qualifications:

- The Advocate should possess a degree in law from a university recognized by the Bar Council of India.
- The Advocate should be enrolled with the respective Bar Council of State of practice.

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- The Advocate should have renewed the Certificate of Practice as per prevailing rules of the Bar Council of India.
- Advocate should have at least seven years post-qualification experience in the area of company law.
- The Advocate should be of undoubted legal acumen and unblemished integrity and has not been removed from any law firm, company or institution nor should have been subjected to any disciplinary proceedings under any law in force.
- Advocate/law firms should have proper and adequate infrastructure such as office premises, assistants, clerks, staff, mobile, internet connections, etc.
- Empanelment of Advocates will be made for the jurisdictional area of the court in which he is practicing or/and the city wise.
- Maximum age of the Advocate at the time of empanelment should not be more than 60 years.
- In partnership firms or Limited Liability Partnership firms, all the partners should comply with the eligibility criteria.

➤ **Tenure of Empanelment : 364 Days**

➤ **Consultancy Fee: To be negotiated**

➤ **Application documents to be shared**

- Interested candidates/firms can submit their expression of interest before 12th May 2022 till 1700 hrs to sastra@rru.ac.in.
- The short-listed candidates/firms will be called for interviews (online/offline as per prevailing Covid-19 situation) after a due screening of the applications
- For any query or clarification, please feel free to contact sastra@rru.ac.in, Mob No. +91 9978401179.

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