

S.No	Company Name	Address	Post your resume at	Contact Person's Name	Requirement /Position	Qualification/Experience	Salary (expected)	Other Details	Posted on	Location
1	Photon Suryodaya Pvt.Ltd	8th Floor, Statesman House, Barakhamaba Road, CP , New Delhi	Process Over	Preeti Sehgal	03 - Company Secretary	Fresher having ICSI Memebership number	25,000/-		19.12.2017	New Delhi
2	Legal Raasta Technologies Pvt Ltd	B-300 Sarswati Vihar ,Outer Ring Road,Near Pitampura Metro Station	Process Over	Chandni	04, Company Secretary	Comapny Secretary	18,000-25,000/-	Must be able to handle all the legal, secretarial work related to The companies Act,	19.12.2017	Delhi
3	Pressman Properties Limited	Pressman House, 10 A Lee road, Kolkata - 700020 033-40310810/0822	Process Over	R. L Sureka	1 CS	1yr experience	Industry Standards	• Must be able to handle the work related to Preparation of Minutes, Agenda, AGM, EGM, Div	08.12.2017	Kolkata
4	Agarwal Subodh & Co. (CA Firm)	301, Victory House , 3rd Floor, 1 Ganesh Chandra Avenue, Kolkata - 700013 033 - 22250420/21/22	Process Over	Rajesh Agarwal	2 CS	Freshers & Experienced	Industry Standards	• Should be able to handle the clients and must have the basic knowledge of MS-office:	08.12.2017	Kolkata
5	Garden Reach Shipbuilders & Engineers Ltd	43/46, Garden Reach Road, Kolkata - 700024	Process Over		1 Assistant Company Secretary	Member of ICSI	16400-3%-40500 (under upward revision w.e.f. 01.01.2017)	• Must have the basic knowledge of SEBI, NCLT, GST, Income Tax norms.	08.12.2017	Kolkata

6	Milind Nirkhe & Associates, Company Secretaries	OFFICE NO: 2, MAHIM SAMPADA CHS, PLOT NO 53/B, BHAGAT LANE, MATUNGA (W), MUMBAI- 400016	Process Over	Milind Nirkhe	One,		Depending upon merit	Academically Strong & ready to take challenges in the field of Corporate Legal, Insolvency & Bankruptcy & Secretarial & Securities Audits & native from	01.12.2017	Mumbai
7	Hindustan Prefab Limited (Govt. of India Enterprise)	Jangpura, New Delhi	Process Over	Chief (HR)	One, Company Secretary, Contractual basis	Company Secretary	42,000/- plus HRA 7,000 on production of Rent Receipts	05 years of experience in a Govt/Public/Private organisation of repute. For Further details visit http://hindprefab.in/Career.aspx	24.11.2017	Delhi
8	M/s. Adlakha and Adlakha Associates,	823, 8th Floor, Tower B-4, Spazei-Tech Park, Sector-49, Sohna Road, Gurgaon – 122 018	Process Over	Shobha Adlakha	02, qualified company secretaries	Fresher, Member of ICSI	depending upon candidate	walkin interview on 27th & 28th October, 2017 {Friday and Saturday}. Timing : 11:00 A.M.	23.10.2017	Gurgaon
9	Monolith Industries Limited	1-B, Black Burn Lane, 4th floor, Suit No 60 & 61, Kolkata - 12	Process Over	Akshay Bachhawat	1 CS	2-5 years experience	Industry Standards	Compliance of all provisions of Companies Act, para legal work, handling accreditation/applications with legal	11.10.2017	Kolkata
10	Maa Shakambari Steel Limited	107 Old China Bazar Street, Room No.401, 4th Floor, Kolkata-700001 8961468648/900769	Process Over	CS VijayLaxmi Kedia / CA Raju Mal Bardia	1 CS	More than 2 years	Industry Standards		11.10.2017	Kolkata

11	M/s M Sadashiv & Associates	Gurgaon	Process Over	HR	35	Company Secretaries		<p>1 Associate Partner SubjectMatter Expert (GST) L2 L2 25 12months Full MemberICSI Rs 23850/- PCTC 2 Executive Partner SME (GST) L3 5 12months Full MemberICSI + 2 Year Experience Rs 26050/- PCTC 3 Managing Partner SME (GST) L4 3 12months Full MemberICSI + 3 Year Experience Rs 28250/- PCTC 4 GST Functional Trainee Trainer/ Analyst 2 12months Full MemberICSI + 5 Year Experience Rs 33750/- PCTC</p>	06.09.2017	Noida/ Gurugram
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12	Safari Industries (I) Ltd.	403, A-Wing, The Qube, M.V Road, Near Mittal industrial Estate, Marol, Andheri (East), Mumbai - 400 059. Maharashtra	Process Over	Mrs. Samidha Alve – Manager	Company Secretary	<ul style="list-style-type: none"> • Qualified Company Secretary & LLB having experience in handling Secretarial and Legal affairs of the 	As per Industry standards		29.09.2017	Mumbai
13	ACB Group of Companies	SAINIK ARYAN GROUP, 7th Floor, Office Block, Ambience Mall, N.H.-8 Gurgaon, Gurgaon-	Process Over	Mr Anil Sachdeva	Company Secretary	5-8 Years	As per Industry standards	Should be thorough in complying with Company Law/SEBI Act, Stock Exchange Requirements.	22.09.2017	Gurgaon
14	AGRICULTURE INSURANCE COMPANY OF INDIA LTD	13th Floor, Ambadeep Building, 14, Kasturba Gandhi Marg, New Delhi - 110 001.	Process Over	NA	RECRUITMENT OF 50 ADMINISTRATIVE OFFICERS (SCALE-I)	Company Secretary	Emoluments & benefits Basic pay of Rs.32795/- in the scale of Rs. 32795-1610(14)-55335-1745(4)-	Age (as on 01.09.2017) Minimum Age: 21 years & Maximum Age: 30 years as on 01.09.2017 i.e. a candidate must have been born not earlier than 2nd	21.09.2017	New Delhi
15	EdCIL (India) Limited	EdCIL House, 18/A, Sector 16/A, NOIDA - 201301	Process Over	Sunil Mathur	Company Secretary (E-3)- Manager	Minimum 8 Years Post Qualification work experience as Company Secretary/Assistant Company Secretary	Under Revision W.e.f. 1/1/2017. The approx. CTC after pay revision is	Not above 36 yeras of age. All company Law matters, filling of returns to Registrar of Companies, Maintenance of	04.09.2017	Delhi NCR
16	RKS AGRO-TECH LIMITED	Room No.:441, 4th Floor, Martin Burn House, 1, R.N.Mukherjee Road, Kolkata-700	Process Over	Mr. R.K. Sethia	1 CS	Experienced (check other details)		Conversant with the current Company Matters and procedure of the Company for	22.08.2017	Bangalore-560001

17	HousingFinance Company Registered with Housing Bank	3rd floor, Khivraj Comaplex-I No. 48, Anna Salai, Nandanam, Chennai-600035	Process Over		Company Secretary and Compliance officer	Member of ICSI	50,000-1,00,00 p.m	for details wesite www.	21.08.2017	
18	Electronics Corporation of India	ECIL Post Hyderabad	Process Over		One, Dy. General manager (Company Secretary)	13 years of post qulaification experience upper age limit 45 yeras	93,440 p.m	Online application starts on August 16, 2017 and last date for online application 31.8.2017 and last date for hard copy applications is 07.09.2017	21.08.2017	
19	ICSI Governance, Research and Knowledge	Company Secretary (On Contract)	Process Over		One Company Secretary	☑Experience required for the post is 1 or more years with good	25-40,000/- p.m	11 months contract , which may be extended or terminated, The	08.04.2017	Delhi
20	Telangana State Infrastructure Corperation Limited	Telangana State Infrastructure Corperation Limited Head office, 5-9-58/B, Parisrama Bhavan, 6th Floor, Basheerbagh,	Process Over	Mr. Deepak Kumar	One, Company Secretray , Contractual basis		1,00,000 p.m	Upper age - 40 years, Contractual employment for a period initially one year extended fuether subject to sartisfactoty	Reposted on 24-07-2017	Telangana
21	Intelligent Communication Systems India(ICSIL)	Administrative building, 1st Floor, Above Post office Okhla Indiautrail Estate, Phase 111	Process Over		Secretarial Assiatant (Contractual)	Good drafting skills, good command over English language both verbal &	21000/-	Online application through the webiste, www.icsil.in applications	Reposted on 24-07-2017	Gurgaon
22	Grover Ahuja & Associates	D-176, Lower Ground Floor, Defence Colony, New Delhi-110024	Process Over	Deepa Verma	One,	Good communication & presentation skills; Proficiency in drafting legal	As per Industry Standards		17.07.2017	New Delhi

23	Ritwik International Limited	48, Satish Mukherjee Road, Madhukunj, 1st Floor, Kolkata - 26	Process Over		1 CS	1-2 Years experience - Preferably a married woman	2lacs pm(negotiable)		11.07.2017	Kolkata
24	GlocaL Healthcare Systems Pvt Ltd	3B - Ecospace Business Park, Action Area II, New Town, Rajarhat,	Process Over	Dipanwita Mukherjee	1 CS	1+ yrs of experience(Freshers May apply)	Negotiable	Secretarial Matters	11.07.2017	Kolkata
25	For various leading blue chip companies	New Delhi	Process Over			6-9 years of experience	As per Industry standards	To Apply via code JOB2017/BCI	07.03.2017	New Delhi
26	Kairos Property Managers Private Limited	D/604, Blue Oasis- I, Blue EmpireComplexMahavirNgr, DahanukarWadi, Kadivali(W) Mumbai Mumbai City MH 400067	Process Over		We are looking for a Company Secretary (preferably with a Law degree) having	The candidate must have experience in independently handling following areas:- • Company law related matters	Not a bar fro deserving candiadte		07.03.2017	Gurgaon
27	NELIMARLA JUTE MILLS CO LTD	3A, Shakespear Sarani, 8th Floor, Kolkata 700074	Process Over		2				07.03.2017	Kolkata
28	A client company of Crown Group	Address for the purpose of Interviewing of candidates is G-6-7, Amit Industrial Estate, Next to JBCN International School, Dr. SS Rao	Process Over	Manoj Chandaliya	Two, Comapny Secretraies		3.00 lakhs per annum approx	Vapi, Gujarat - One Candidate Vile Parle, Mumbai - One Candidate	28.06.2017	Mumbai and Gujarat

29	Delhi State Civil Supplies Corporation Ltd.	Aapurti Bhawan,7-9, Aram bagh, New Delhi-110055	Process over	General Manager	Managerial Service cadre	Post graduate degree should be a member of ICSI, with 5 years working	15,600-39100 = 6600(pre revised as per 6th pay commission)	Maximum age - 45 years, An associate of ICWA or a degree in law/diploma in labour law. To apply	28.06.2017	Delhi
30	Axar Digital Services Private Limited	2 nd Floor, L Square, Sanghavi Nagar, Aundh, Pune - 411007	Process over	Amrita Desai Jain	Two, Executive Comapny Secretraies		As per performance in the interview		21.06.2017	Pune
31	Vikas Verma & Associates	B-502, Statesman House, 148, Barakhamba Road, New Delhi - 110001	Process Over		Two CS	Fresher	As per Industry standards	Secretraial work	08.06.2017	Delhi
32	Solfreedom Power Limited	602/A-Wing, Prathmesh Tower, Raghuvanshi Mills Compound, SenapatiBapatMarg, Lower Parel (W), Mumbai-400013	Process Over		One	Fresher	As per Industry standards	For ROC and Secretarial work , Mumnai candiadtes preferred	08.06.2017	Mumbai
33	SKIPPER LIMITED	3A, Loudon Street, Kolkata- 700017	Process Over	Process Over	One	3-5 years (worked in a Listed Company)	4-7 lacs		07.06.2017	Kolkata
34	Moser Baer India Limited	43B,Okhla Industrail Area, Phase -3, New	Process Over		One,	Qualified Company	As per Industry		29.05.2017	Delhi

35	Office of the Official Liquidator	Khan Market	Process Over		Consultants		30,000/-	contractual profile , applications received with testimonials till 9am of June 2, 2017 would only be considered. Apply with code CJOB29 is mandatory	29.05.2017	Delhi
36	Institute of Company Secretaries of India	ICSI House, 22 Institutional Area, Lodi Road, New Delhi-110003	Process Over		Delhi/Noida/ Mumbai	0-1 year	20,000-24,000 approx	Contractual profile for vacancies within the Insitiute. Apply with code CJOB17	17.05.2017	Delhi/Mumbai
37	Bengal Shelter housing Development Ltd.	CB -63, Sector-I, Salt lake, Kolkata-700089	Process over	Abhijit Nandy	Company Secretary (Key Managerial	3 years +	Range of Rs. 25000/- to Rs. 30000/- per month			Kolkata
38	Milind Nirkhe & Associates	Mahim Sampada C.H.S. Plot 53/8, Bhagat Lane, Matunga (West), Mumbai 400 016	Process Over	Milind Nirkhe	2(Two),				28.04.2017	Mumbai
39	Punjab National Bank	HRM Division, HO 7, Bikaiji Cama Place, New Delhi-110066	Process over	GM HRMD	One, AGM (Comapny Secretray)			Date to apply online is 26.04.2017 to 12.05.2017 for query, please mail on recruitment@pn	26.04.2017	Delhi
40	Prosper Housing Finance Limited	A-1/5, First Floor, Main Rohtal Road, Paschim Vihar, New Delhi-110063	Process over		One, Secretarial Work		3,00,000 - 3,60,000 lakhs		20.04.2017	Delhi

41	Gretex Corporate Services Private Limited	Kolkata	Process Over		01 - COMPANY SECRETARY (Preferably Experienced)		NEGOTIABLE	Sebi registered Category - 1 merchant Banker with Head Office Located in Mumbai and a branch office in Kolkata.	17.04.2017	Kolkata
42	Adlakha & Adlakha Associates	# 823, 8th Floor, Tower B-4, Spaze iTech Park, Sohna Road, Gurgaon – 122 018	Process over	Ms. Priyalisa Nath	One, Fresher		Suitable to the profile	Reasonable command on English Language	12.04.2017	Gurgaon
43	National Minorities Development & Finance Corporation	Core-1, 1st Floor, Scope Minar, Laxmi Nagar, Delhi-110 092	Process Over	Sh. A.V. Krishnan, Company Secretary	Completed training and Executive passed		Rs.18,000/- (all inclusive)		12.04.2017	Laxmi Nagar, Delhi
44	Grover Ahuja & Associates	D-176, Lower Ground Floor, Defence Colony,	Process over	Mrs. Megha		COMPANY SECRETARY WITH 2-3 YEARS OF			12.04.2017	Defence Colony
45	Bird Group	E-9, Connaught House, Connaught Place, New Delhi-110001	Process over	Mr. Reghunathan	Qualified Male Company Secretary with minimum 3-4		Negotiable/As per Industry norms		11.04.2017	New Delhi
46	Shri Lal Mahal Ltd.	B-5 Bhagwan Dass Nagar, East Punjabi Bagh, New Delhi	Process Over	Vikrant Singh	One, Secretarial work		Negotiable		07.04.2017	New Delhi
47	Indokem Limited	KHATAU HOUSE, MOGUL LANE, MAHIM (WEST),MUMBAI –	Process Over		01 - COMPANY SECRETARY CUM ASST.	2 – 5 years, Bombay candidates preferred	NEGOTIABLE		07.04.2017	MUMBAI

48	S. C. Rampuria & Company	15, Noormal Lohia Lane, 2nd Floor, Kolkata - 700007 (Near Brabourne Road Elvover – Off	Process over	Deepak Rampuria	01 - Fresher (Part Qualified can apply as well) 01-	2-3 years. Accounts background will be preferred	10k to 20k depending on the capability of the candidate	Candidate (only female) should be willing to take on Income tax, TDS and GST related work	07.04.2017	Kolkata
49	B D Jokhakar & Co, Chartered Accountants	Raja Bahadur Mansion, 8 Ambalal Doshi Marg, Fort, Mumbai -400 001	Process Over	Gandhali Raorane	One,Qualified Company Secretary to look after statutory				06.04.2017	Mumbai
50	ITI Limited	Regd.&Corporate Office, ITI Limited, ITI Bhavan, Doorvani	Process over	DGM-HR	ASST. OFFICER (GRADE 1)OFFICER (GRADE 2)	OFFICER (GRADE 2):Total emoluments at Rs. 34872 (Basic + VDA+HRA+CCA) at the minimum of the Pay Scale of Rs. 8600-250-		For details and to apply please visit the link http://www.itilt-india.com/careers . Last date for receipt of application is 12.04.2017	31.03.2017	Bangalore
51	Krishna Tissues Private Limited	BD-33, Sector - I, Salt Lake City, Kolkata - 700064	Process over	M. R. Goenka	01 CS - Full Time	0-2 year experience	4-5 Lacs		29.03.2017	Kolkata
52	ITI Limited	ITI Bhavan, Dooravaninagar, Bangalore-560 016,	Process Over	T.Krishnadas Rai (Dy General Manager-HR&PR)	02 - Executives for Company Secretarial Department - Grade I/II Level	Final Pass in Company Secretary is essential Qualification. Degree in Law is desirable	CTC : 6 Lakhs/Annum	Appointment on Tenure basis for a period of Five years, likely to be absorbed. Not more than 30 years relaxable by 5 years for SC/ST/Persons with Disabilities, 3 years for OBCs (Non-Creamy Layer) and Ex-service personnel in accordance with	29.03.2017	Kolkata

53	ITI Limited	ITI Bhavan, Dooravaninagar, Bangalore-560 016,	Process over	T.Krishnadas Rai (Dy General Manager- HR&PR)	Assistant Officer	Pass in ACS (Executive Programme) is essential. Degree in law is desirable	[CTC : 4.6 Lakhs/Annum]	Not more than 28 years relaxable by 5 years for SC/ST/Persons with Disabilities, 3 years for OBCs (Non-Creamy Layer) and Ex-service personnel in accordance with	29.03.2017	Kolkata
54	Neogen Chemicals Ltd	115, Vardhaman Industrial Complex Old Agra Road,GokulNagr,Thane(W)-400601	Process Over	Anjali Shahane	One				28.03.2017	Thane
55	Diana Tea Company Limited	Sir RNM House, 4th floor, 3/B, Lal Bazar Street, Kolkata - 700	Process over	M. R. Goenka / Sandip Singhania	01 CS - Listed Co's Experience	0-2 year experience	Negotiable		24.03.2017	Kolkata
56	Greentech Environ	397/1/1 Dakshindari Road , Sreebhumi,	Process over	Ms Sudipta Das	01 CS	2 yrs Experience	25000 pm		24.03.2017	Kolkata
57	P.P. Agarwal & Co. Practising	assistance.eok.ppa@gmail.com	Process Over	02, Executive having passed	One, Paid Assistant	Execuitve pass and having	8,000 p.m		24.03.2017	New Delhi
58	Nadh Associates	No.20/1, 1st Floor, 2nd Main Road, CIT nagar, Nandaram Chennai	Process Over	B. Amarnadh	One, Qulaified CS		25000-30000		21.03.2017	Chennai
59	Prime Retail India Ltd.	1/1, Camac Street , Suite No. 7, 5th Floor, Shree Manjari Building ,Kolkata – 700 016 . PH - 033 4004 8424	Process Over	Nadeem Dupley	01 CS (Male Candidate)	0-1 year experience	Negotiable	Requirement of Whole time Company Secretary with experience in Secretarial Department		Kolkata
60	Parsvnath Infra ltd	Parsvnath Tower, Near Shahdara Metro Station, Shahdara, Delhi-110032	Process Over		One,	2-3 years of post membership experience and good communication skills	3.5 to 5 lakhs per annum	candiadtes may mail their resume at secretarial@parsvnath.com along witht he following : 1. Current CTC with	10.03.2017	Delhi

61	Webel Venture Capital Limited	WEBEL Bhawan , Block EP & GP Sector V, Bidhannagar, Kolkata, Kolkata	Process Over	S.K. Ghosh	01 CS - with additional qualification in Finance/	5 Yrs post qualification experience in	25000 plus allowances		06.03.2017	Kolkata
62	TMF Group	A-8A, Tower-B, 6th Floor, Knowledge Boulevard, Sector-62, Noida-201301	Process Over	Avani Bedi	One, Assiatant Manager	Post qualification minimum 5 years of experience	As per Industry standards	Mention location in the subject line to avoid disqaulification	27.02.2017	Mumbai
63	TMF Group	A-8A, Tower-B, 6th Floor, Knowledge Boulevard, Sector-62, Noida-201301	Process over	Avani Bedi	One, Assiatant Manager	Post qualification minimum 5 years of experience	As per Industry standards	Mention location in the subject line to avoid disqaulification	27.02.2017	Noida
64	Singh & Associates (Advocates & Solicitors)	E - 337, East of Kailash, New Delhi	Process Over	Ms. Neerja / Mr. Digant	02 - Fresh Compnay Secretaries	Fresh CS with LLB from reputed College / University	As per Industry Standards		22.02.2017	Delhi & NCR
65	Tripura Power Generation Limited (A Government of Tripura)	for details please visit: www.tsecl.in	Process over		1 CFO cum Company Secretary	FCS with ICWA/CA, Minimum 20 years of	for details please visit: www.tsecl.in	for details please visit: www.tsecl.in	22.02.2017	Agartala
66	RCI Industries & Technologies Limited	B - 97, All Heavens Building, New Delhi	Process over	Ms. Vaishali Sharma	01 Company Secretaries	4-5 years experience. (with minimum 2 years	Between Rs. 4-6 Lacs per annum	JD - Handling entire compliances of Company Act 2013,	22.02.2017	Delhi
67	Ramkrishna Forgings Limited	Ramkrishna Chambers, 72 Shakespear Sarani, Kolkata 700017	Process Over	HR Manager	1 Company Secretary	3-4 years exp. in listed company			21.02.2017	Kolkata
68	Trinity Reinsurance Brokers Limited	Trinity Tower, B-2 Sector 7, Noida - 201301	Process over	Pratibha	1 Company Secretary	2-5 Yrs	2.00 - 3.50 lacs P.A.	Responsible for establishing and maintaining records relating to	21.02.2017	Noida

69	UXL Consultants	Listed Mfg. Co. HO South Delhi	Process Over	Mr. Govind Singh 9911119344	1 Company Secretary (Male)	3- 4 yrs, CS+ LLB	6.00 0- 7.50 Lacs P.A.	handle listed documentation, In compliance of Listed Agreement, SEBI Regulation, Independently handling AGM/Board Meeting/Committee Meetings, maintain litigation & drafting, know. of Companies Act, 2013, need experience from reputed co. with	21.02.2017	Delhi
70	NAWADCO (National Waqf Development Corporation Limited)	Central Waqf Bhawan, Plot # 13 & 14, Pushp Vihar, Saket, New Delhi	Process over		01 Company Secretary	Qualified CS, with 4-5 years in line experience	for details please visit : www.nawadco.org.in	for details please visit : www.nawadco.org.in Last date for submission of	20.02.2017	New Delhi
71	Engineers India Limited	El Bhawan, 1 Bhikaji Cama Place, New Delhi	Process over		Sr. Manager- Company Secretary	Graduate in Commerce and Company Secretary (CS)		For detailed notification please refer the link http://recruitment	17.02.2017	New Delhi
72	Engineers India Limited	El Bhawan, 1 Bhikaji Cama Place, New Delhi	Process Over		Sr. Officer- Company Secretary	Graduate in Commerce and Company Secretary (CS) qualification with		For detailed notification please refer the link http://recruitment oil.co.in/hrdnew/ot	17.02.2017	New Delhi
73	AL Champdany Industries Limited	25, Princep Street, Kolkata - 700 072, India.	Process Over	Tanumoy Roy	1 Company Secretary	5 years experience minimum in a listed company (experience in	6.00 - 12.00 lacs P.A.	Manufacturing & Export Company in Textile Sector NSE/BSE listed	16.02.2017	Kolkata

74	Shyam Steel Industries Limited	EN-32 Salt Lake City, Shyam Tower, Sech Bhavan Kolkata - 700091	Process over		1 Company Secretary & Head - Leagal	CS + LLB (preferred) with 10+ years of experience with large corporate	6.00 - 16.00 lacs P.A.	Iron & Steel Industry Provide Advisory & Litigation support, Negotiation and Contract	16.02.2017	Kolkata
75	Shrikant V. Gaonker & Co.	SF-5,2nd Floor, Padmavati Towers, 18th June Road, Panaji Goa-403001	Process Over	Shrikant Gaonker	1 Company Secretary	One, Qualifies Member of ICSI,	1.5 to 2.0 lakhs p.a.	Contarcatural basis for a period of 2 years	16.02.2017	Panaji Goa
76	Raj K Aggarwal & Associates	Plot No 5, 2nd Floor, BN Block, Central Market (W), Adjoining Bank of Baroda, Land mark is Bikaber. Shalinar	Process over	Shipra Aggarwal	1 Company Secretary	One CS with minimum 1 year of work ex post	25,000/-		15.02.2017	Shalimar Bagh
77	NATIONAL WAQF DEVELOPMENT CORPORATION LIMITED (NAWADCO)	Registered office: Central Waqf Bhawan, Plot No. 13 & 14 (Opposite Family Court), Sector - 6, Pushp Vihar.	Process over	Senior Adviser (HR, Admn. & Estt.)	1 Company Secretary	a. Qualified Company Secretary from the Institute of Company Secretaries of	Remuneration will be Rs,35,000/- (Negotiable) depending on deserving	http://www.minorityaffairs.gov.in/sites/default/files/ADVERTISEMENT-NAWADCO.pdf , Detailed notification	14.02.2017	
78	Axar Digital Services Private Limited	2nd Floor, L Square, Sanghavi Nagar, Aundh, Pune-411007	Process Over		01 - Fresher or Semi Qualified	Compliance and Governance work Comapnies Act, 2013 and SEBI	Decided on the basis of the candiadtes		14.02.2017	Aundh, Pune
79	Neesa Leisure Ltd.	Plot No. 22, 23 & 24, GIDC, Sector 25, Gandhinagar, Gujarat	Process Over	Om Prakash	Two CS	1 year of experience			14.02.2017	Delhi and Ahmadabad

80	Kellton Tech Solution Limited	Hyderabad	Process over	Naveen (HR)	01 - Company Secretary	0-3 years experience	2.50 - 5.00 lacs P.A.	Conducting Board meeting/ General Body meetings, Litigation Matters, Preparing Directors report and Annual Reports, Vetting and reviewing of agreements and contracts, Maintaining of monthly MIS, Ensure compliance with the relevant provisions of the Companies Act, 2013	13.02.2017	Hyderabad
81	Unitell India	New Delhi	Process Over	Kavita Pruthi (011- 46170176)	02 AM/DM - Company Secretary	4-8 Years experience	2.00 - 4.25 lacs P.A.	Assignments related to Registrar of Co & Internal affairs of Co, Incorporation of Companies, Increase of authorized Share Capital and Allotment of Shares, Alteration of Object Clause and Name Clause of the Companies, Alteration of MOA and AOA	13.02.2017	New Delhi
82	Indospirit	B – 230, Pocket B, Okhla I, Okhla Industrial Area, New	Process over	HR (95990 05000)	01 - Company Secretary	2-3 years experience, with LLB	Negotiable	Strong interpersonal and communication	13.02.2017	New Delhi

83	Abans Group	Mumbai	Process over	Purav Sanghvi (HR Head)	01 - Company Secretary	8-20 years with 5+ years in different environment	Negotiable	Experience in NBFC would be an added advantage. Experience in BFSI segment preferred with understanding of financial markets, Strong analytical and problem solving skills, Creativity, innovation and forward thinking , Good reporting and presentation skills	13.02.2017	Mumbai
84	First Policy Insurance Brokers Private Limited	7, Soormani, D.P. Road, Aundh, Pune-411007	Process Over	Neetu Gosavi	Risk and Relationship Manager	0-2 years	25,000-40,000/-		10.02.2017	Pune
85	Saksoft Limited	SP Infocity II Floor, Block-A,# 40 Dr. MGR Salai, Kandanchavadi, Perungudi, Chennai-600096	Process over	Company Secretary	01 Company Secretary	CS with 08 to 10 yeras of experience. Listed entity experience is must and also should be able to	As per industry standards		09.02.2017	Chennai
86	CEEJAY FINANCE LIMITED	Ceejay House, Motapore, Nadiad-387001	Process Over	Kamlesh Upadhyaya	1 Company Secretary	CS fresher / 1to 2 years of experience	Negotiable	(Local resident of Nadiad, Anand or Kheda)	09.02.2017	Nadiad
87	Janalakshmi Financial Services Pvt Ltd	Rajshree Saroja Plaza, No34/1 Andree Road, Shantinagar, Bangalore - 560027	Process over		01 - Assistant Company Secretary	BL/ LLB with minimum 5 years of post CS qualifiacion experience.	As per industry standards	Specilization in Advisor/External Consulting,Employment & Industrial Relations,Financial	08.02.2017	Bangalore

88	M-Tech Innovation Ltd	D-1/2 Infotech Park, Hinjawadi, Pune	Process over	HR - Department (9881728843)	01 - Company Secretary with 1-2 years	CS , BL/LLB	4.00-5.00 Lacs pa	Well versed with Corporate law, Ready to travel, Court Matter	08.02.2017	Pune
89	TYA Business Solutions Private Limited	R.K Complex, 2nd Floor, No.152 K.H.B Colony, Koramangla 5th Block, Bangalore 560 095	Process Over	Vikas (080-32990620/80413 30620)	Full Time CS	ACS	2.50 - 3.00 Lacs pa	Good With Compliance related to Companies Act And FEMA	08.02.2017	Bangalore
90	Alchemist Foods Limited (Republic of Chicken)	Alchemist Group, Building No 23, Nehru Place, New-Delhi	Process Over	Kanika Arora (40600800)	01- CS	1-5 years experience	2.50 - 4.50 Lacs pa	Handling all Legal & Secretarial Compliances of the Company. - Zero default in compliance applicable, Maintenance of	08.02.2017	Delhi
91	Jyoti Limited	Nanubhai Amin Marg, Industrial Area, P.O. Chemical Industries, Vadodara - 390 003	Process Over	Darshan Rathod	01- CS	1-4 years experience		To Manage overall Secretarial, Legal and Statutory Compliance Function	08.02.2017	Vadodara
92	Rhiti Sports Management Pvt. Ltd	152, White House, Church Road, Vasant Kunj, New Delhi - 110070	Process Over	Monika Arora	01 - CS	3-7 years experience		Well versed with Corporate law, Corporate Governance	08.02.2017	Delhi/ NCR/ Gurgaon
93	Global Health Private Limited (Medanta the Medicity)	E-18, Defence Colony, New Delhi- 110024	Process Over	Om Prakash Choubey	1 Company Secretary	Company Secretary having 3-5 years of post qualification experience	Suitable as per Industry practice		07.02.2017	Gurgaon

94	Indian Railway Finance Corporation Limited	UG Floor East Tower, NBCC Place, Bhisham Pitamah Marg, Pragati Vihar, Lodhi Road, New Delhi-110003	Process Over		Deputy General Manager (CS & Law)	Graduate plus Comapny Secretary plus degree in law with minimum 55 percent marks	in scale of 29,100-54,500		25.01.2017	New Delhi
95	LexIndis (Law Officers)	B - 3/12, Vasant Vihar, New Delhi	Process over	Mr. Rakesh Saxena	01 Company Secretary	0-1 years experience	Negotiable	For works pertaining to legal due diligence, secretarial audits, labour audits, DRT, Excise, Customs etc.	23.01.2017	New Delhi
96	Macmet Engineering Limited	10B, O. C. Ganguly Sarani, Kolkata - 700 020	Process Over		01 Company Secretary	0-2 Years of experience, CS + LLB preferred.	Suitable, as per industry	Must independently perform all corporate secretarial compliances and must assist in Legal Drafting and provide adequate support in preparing litigation documents.	23.01.2017	Kolkata
97	National Capital Region Transport Corporation (A Joint Venture	7/6 AMDA Buildin, Siri Fort Institutional Area, August Kranti Marg, New Delhi- 110049	Process over	HR Department	Comany Secretary Assiatant Manager/ Manager	BA from recognised University, Member of the Insitute and IIB	Manager- 24,900-50,500 IDA, Assistant Manager- 20 600-46 500	Age limit not exceeding 35 yeras and to apply before 27.02.2017. Refer the website for	18.01.2017	New Delhi
98	Bird Group	E - 9, Connaught House, Connaught Place, New Delhi	Process over	Mrs. Kamal Chakravarty	01 - Company Secretary	ACS with 05-10 years of post qualification experience.	Negotiable, As per Industry Norms	Complete Secretarial work. As mentioned by the company.	18.01.2017	New Delhi

99	NBCC (National Buildings Construction Company)	Lodhi Road, New Delhi	Process Over	NA	01 Company Secretary	02 years work experience	Consolidated Rs. 40,000/month	for details please visit their website: http://www.nbccindia.com/nbccindia/nroot/njsp/Career.jsp upper age limit - 30 years	17.01.2017	New Delhi
100	National Credit Guarantee Trustee Company (Min. of Finance)	C - 11, G - Block, Bandra East, Mumbai	Process over	NA	01 Company Secretary	for further details please visit: http://www.ncgtc.in/careers	for further details please visit: http://www.ncgtc.in/career	Application should reach the designated address by 6pm on 7th February' 2017	17.01.2017	Mumbai
101	Green Gas Limited (JV of GAIL & IOCL)	Lucknow / Agra	Process Over	NA	01 Company Secretary (Asth. Manager)	For further details please visit: www.gglonline.net	For further details please visit: www.gglonline.net	For further details please visit: www.gglonline.net	17.01.2017	Lucknow/Agra
102	T.K. Gupta & Associates (CA Firm)	4228/1, Ansari Road, Darya Ganj, New Delhi	Process over	NA	01 Company Secretary	1 - 3 Years experience			17.01.2017	New Delhi
103	Rajesh Mittal & Associates	F-39, 1st Floor, Vardhman Central Mall, LSC, Nehru Vihar, Near Mukherjee Nagar	Process over	Rajesh Mittal		0-1 years of experience	Negotiable		12.01.2017	New Delhi
104	National Capital Region Transport Corporation (A Joint Venture Company)	Vacancy Cancelled	Process Over	NA	01 - Company Secretary (in Assistant Manager or Manager grade)	For more details visit their website - ncrpb.nic.in/appoin_jobs.php	For more details visit their website - ncrpb.nic.in/appoin_jobs.php	For more details visit their website - ncrpb.nic.in/appoin_jobs.php last date to apply is 12/12/2016. Assistant Manager (E-2 Grade - Rs.20,600-46,500) or	(reposted on 1/12/2016) 8/11/2016	New Delhi

105	Nellimarla Jute Mill	3A, Shakespear Sarani, 8th Floor, Kolkata-700071	Process Over		One, For all work related to ROC,		Negotiable		04.01.2017	Kolkata
106	Bird Group	E - 9, Connaught House, Connaught Place, New Delhi	Process Over		01- Company Secretary	ACS with minimum 4 years of post qualification experience.	Negotiable, As per Industry Norms	Complete Secretarial work. As mentioned by the company “ Preference will be given to those candidates who can join immediately.	02.01.2017	New Delhi