



**THE INSTITUTE OF
Company Secretaries of India**
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

**Ranchi
Chapter**

Dear Students,

We are pleased to inform you that National Stock Exchange of India Limited willing to appoint CS Trainee at Ranchi office. The detail regarding the same are mentioned below:

Appointing Trainee COMPANY SECRETARY	
Name of the company	National Stock Exchange of India Limited
Location of appointment	National Stock Exchange of India Limited – Ranchi
Contact person	Ms. Paromita Kundu
Contact No.	033 40400443
E-mail	pkundu@nse.co.in
Job description	a) Investor Compliant Redressal process – register investor complaints, administrative assistance for IGRP meetings, maintaining documents etc. b) Arbitration applications – register arbitration case, administrative assistance for arbitration hearings, maintaining documents etc.
No. of vacancies	One (01)
Job/Work location	Ranchi, Jharkhand
Level of examination passed	Executive/Professional
Monthly stipend	Rs. 15,000/-

Interested students send resume at ranchi@icsi.edu on or before 13.11.2020, by 03:00 p.m.

For any clarification contact at 0651-2223382.

With best wishes,

Team ICSI
Ranchi Chapter