

DIRECTORATE OF TRAINING & PLACEMENT

ICSI, NEW- DELHI

Recruitment of Company Secretary (CS)

Information about the Vacancy:

Confederation of Indian Industry is looking for Company Secretary in **Delhi** having 5 yrs. Plus of Experience.

Job Description:

The Job profile includes:-

- CII has a Regulatory Affairs (RA) vertical, where apart from other matters, issues related to Company Law/Corporate Governance/Competition Law/Legal services and regulatory compliances are being dealt with. RA vertical engages with the Government and the Regulator (MCA/SEBI/CCI etc.) and also with the Industry to review and suggest changes in the existing/prospective laws, as necessitated.
- Job profile would require:
- Sound knowledge of company law and SEBI regulations and a fair understanding of other pertinent corporate laws
- Policy and legislative analysis, drafting memorandums and representations
- Interactions with industry / committee members on various laws and policies by coordinating meetings, conference calls and interactive sessions
- Conceptualize, design and organize advocacy events / seminars / conferences on pertinent current issues / corporate laws / regulations, thereby supporting budget / revenue of the vertical
- Vetting of legal Agreements / MOUs; legal documentation and internal compliances
- Matured professional with outstanding communication skills - both oral and written, as drafting representations and attending meetings with senior officials is a prerequisite of the role
- Additional law qualification is preferable

Eligibility:

The candidate must possess 5 yrs plus of Experience.

Salary Details:

50000/- per month approx

Registration:

The interested candidate can register through the link given below **before 10:00 am of 15th December, 2017, beyond which no candidate would be considered;**

<https://goo.gl/forms/Tz7q3lgy0Klr9Qgg2>