

DIRECTORATE OF TRAINING & PLACEMENT

ICSI, NEW- DELHI

Recruitment of Company Secretary (CS)

Information about the Vacancy:

MFAR Developers Private Limited is looking for Company Secretary in **Bengaluru** having 06 months-01 yrs. of Experience.

Job Description:

The Job profile includes:-

- a)Assisting the Corporate Legal Head in company secretarial matters which include Corporate Financing, Secretarial Compliance Management, Due-Diligence, conducting Board, Committee and General Meetings and other special assignments given from time to time. Shall participate in due diligence and other fund raising process as required.
- b) Shall liaison with the office of the Registrar of Companies, Banks, statutory auditors, other governmental and non-governmental agencies as required.
- c) Shall assist in incorporation of Company (SPVs),Change of Object Clause, Change of name, conversion, Change of situation of Registered office of the Company, Statutory Compliance and prompt maintenance of Statutory Registers etc.
- d) Shall ensure filings under FEMA compliances including the regulations related thereto.
- e) Shall collate details and undertake initiate drafting of CSR, Directors report, MGT-9 etc. relating to AGM.
- f) Shall lead the Company responses in liaisoning with the statutory auditor.
- g) Shall implement and maintain compliance dashboard.
- h) Shall provide support in handling the entire legal affairs of the company as well.

Eligibility :

The candidate must possess 6 months-01 yrs. of Experience.

Salary Details:

As per Industry standards

Registration:

The interested candidate can register through the link given below **before 10:00 am of 12th December, 2017, beyond which no candidate would be considered;**

<https://goo.gl/forms/Pxq5r2CeXESMyygA2>