

# **DIRECTORATE OF TRAINING & PLACEMENT**

## **ICSI, NEW- DELHI**

### **Recruitment of Company Secretary (CS)**

#### **Information about the Vacancy:**

Maharishi Ram Raj Vedic Education Private Limited is looking for Company Secretary in Delhi having 0-3 yrs. of Experience.

#### **Job Description:**

The Job profile includes:-

- a) All Legal & Secretarial Compliances.
- a) Recording & Preparing Of Minutes And Other Statutory Registers, Returns Prescribed Under The Companies Act, 2013.

#### **Eligibility :**

The candidate should possess 0-3 yrs. of Experience.

#### **Salary Details:**

Negotiable.

#### **Registration:**

The interested candidate can enrol through the link given below **before 11:00 am of 29<sup>th</sup> January, 2018**

<https://goo.gl/forms/jjqWZHssfodWBPKo1>