

# **DIRECTORATE OF TRAINING & PLACEMENT**

## **ICSI, NEW- DELHI**

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

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

North East Small Finance Bank Limited is looking for Two Company Secretaries in Guwahati having 0-2 yrs. of Experience.

#### **Job Description:**

- a) Compliance of Companies Act 2013
- b) SEBI LODR Compliances
- c) Banking & Committee Meeting Agenda preparation/Minutes of the Meeting
- d) Board and Committee Meeting Agenda preparation/Minutes of the Meeting
- e) FEMA/FIU related compliances

#### **Eligibility:**

The candidate must possess 0-2yrs of Experience.

#### **Salary Details:**

Based on the Merit of the candidate.

#### **Job Location:**

Guwahati

#### **Apply at:**

Process over