

DIRECTORATE OF TRAINING & PLACEMENT

ICSI, NEW- DELHI

Recruitment of Company Secretary (CS)

Information about the Vacancy:

Kotak Mahindra Bank is looking for Fresher Company Secretary in Mumbai.

Job Description:

- Co-ordinating with secretaries for fixing Board and Committee meetings.
- Collating agenda papers for Board and Committee meetings, preparing draft minutes and circular resolutions.
- Maintaining/updating attendance registers and Statutory Registers.
- Co-ordinating for preparation of Form MBP-1, DIR 8, Deed of Covenants and Fit & Proper
- Preparing monthly statement of pre-clearances obtained by KMP employees in KMBL shares
- Preparing draft minutes of KMBL FTAC meetings.
- Collating data pertaining to list of designated employees on half yearly basis and for sending mails for submission of half yearly disclosure, trading window closure.
- Updating department / individual grey list in ETTS System.
- Authorizing entries made by on Kotak Framework system pertaining to authorized signatories.

Eligibility :

Fresher Company Secretary.

Salary Details:

Rs. 36000/- (Monthly CTC),

Rs. 5 lacs (Annual)

Job location:

Mumbai

Registration:

The interested candidate can register through the link given below on or **before 11:00 am of 14th March, 2018**, beyond which nominations will not be considered;

<https://goo.gl/forms/lvzyzLtdP6rQGYG73>