

To,
The Director,
Training & Placement,
Institute of Company Secretaries of India,
New Delhi.

Date: 23/ 09/ 2019

Dear Sir,

We are willing to appoint a Trainee who is perusing Company Secretary Course, kindly help us to do the needful by posting the requirement on your portal. The detail regarding the same are mentioned below;

<u>Appointing Trainee COMPANY SECRETARY;</u>	
Name of the Company	National Stock Exchange Of India Ltd.
Address of work location	National Stock Exchange of India Limited- Patna, Ranchi & Bhubaneswar
Contact person	Paromita Kundu
Nodal Contact person	
Contact numbers	033 40400443
COP Number , if applicable	NA
Email id	Pkundu@nse.co.in
Job Description	a) Investor Compliant Redressal process - register investor complaints, administrative assistance for IGRP meetings, maintaining documents etc. b) Arbitration applications – register arbitration case, administrative assistance for arbitration hearings, maintaining documents etc.
Number of Vacancies	1 in each location
Job/Work Location	Patna, Ranchi & Bhubaneswar
Level of Examination passed (Executive/Professional)	Executive passed preferable, Professional may apply
Stipend Details (Monthly)	Rs 15000/-

(Column no 2 above, in blue shade is to be edited)

(By requesting to service you the above requirement; the company allows ICSI to use its name and logo to be used as a Recent Recruiter)

Thanking you in anticipation of the same.

Yours Truly,

Sign :
Name : Paromita Kundu
Designation : Deputy Manager - HRD
Company name : National Stock Exchange Of India Ltd.
Mobile No :
Email Address : pkundu@nse.co.in