



## CS Trainee requirement

Name of the Company	Bharat Heavy Electricals Limited.
Address	BHEL House Sirifort Auditorium, New Delhi 110049
Minimum Qualification Required	CS Executive Programme Pass (should have cleared all papers of module 1 and module 2)
Job description for trainee	Training on various secretarial aspects covered in Company Law and SEBI guidelines which interalia includes:  <ol style="list-style-type: none"><li>1. Filing and filing of forms under the Companies Act, 2013</li><li>2. Practical &amp; Procedural aspects of convening and conducting Board Meetings and General meeting</li><li>3. Secretarial Standards for Board/Committee Meetings</li><li>4. Corporate Governance requirements</li></ol>
Number of Trainees required	1 (One)
Required at location	Corporate Office, BHEL, New Delhi
Stipend details	Rs.12000/-
Last date to apply for training	4 <sup>th</sup> May, 2022
How to Apply	Only eligible interested candidates must send their <b>Biodata</b> in the format attached below <b>along with scanned copy of CS Executive Marksheets</b> , failing which the application for Industrial Training will not be considered.

**BIO-DATA**

Affix your recent  
passport size

1.	Name						
2.	Father's Name						
3.	E-Mail Id:						
4.	Date of Birth						
5.	Qualification:						
	Academic		Professional				
	Exam Passed	Year	% of marks	Exam Passed	MM / YY	Marks obtained	% of marks
	10th			CS : Executive			
	12th			Module 1			
	Graduation		Module 2				
6.	Computer Knowledge						
7.	Languages Known						
8.	Whether Employed (if Yes, employment Details)						
9.	Local Address / Current Address with <b>Telephone No.</b>						
10.	Any other information						

Date:

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Signature of the Candidate