

DIRECTORATE OF TRAINING & PLACEMENT

ICSI, NEW- DELHI

Recruitment of Company Secretary (CS)

Information about the Vacancy:

Ambience Infrastructure Developers Pvt. Ltd. and Ambience Commercial Developers Pvt. Ltd. are looking for Two Company Secretaries in New Delhi having 0-2 years of post-qualification experience.

Job Description:

- a) To ensure all Statutory Compliances under Companies Act, 2013 and applicable Corporate Laws, Rules and Regulations, Listing Agreements.
- b) To ensure the compliances of RBI Act, 1934 & NBFC Regulations etc.
- c) To assist in Conducting Board Meetings & Shareholders meetings.
- d) Preparation of Agenda, Notices Resolutions and Minutes of Board Meeting and Shareholders Meeting etc.
- e) Familiar with filing of various E-forms with MCA & XBRL filings.
- f) Maintenance of Statutory Records & Registers under the Companies Act and other Corporate Laws.
- g) Liaising with the Registrar of Companies, Ministry of Corporate Affairs, Reserve Bank of India, Regional Director, SEBI, Stock Exchange, RTAs, NSDL, CDSL and other related statutory authorities.
- h) Liaising with the consultants, advisers, statutory auditors, internal auditors, Banks, Financial Institutions etc.
- i) Incorporation of Companies including the Companies under Section 8 of the Companies Act, 2013.
- j) Monitoring changes in relevant legislation and the regulatory environment and taking appropriate action.
- k) Developing and overseeing the systems that ensure the Company complies with all applicable legal and statutory requirements.
- l) Drafting and vetting of various agreements, Memorandum of Understandings, Memorandum and Articles of Association of the Companies etc.

Salary Details:

As per Industry Standard

Eligibility:

Having 0-2 years of post-qualification experience.

Job Location:

New Delhi

Apply at :

Interested candidates are required to send their resumes at:

corporate.affairs@rediffmail.com