

DIRECTORATE OF TRAINING & PLACEMENT

ICSI, NEW- DELHI

Recruitment of Company Secretary (CS)

Information about the Vacancy:

Applied Solar Power Management (Group Company of engie) is looking for One Company Secretary in Gurgaon having 0-1 year of experience (for one year contract renewal annually).

Job Description:

- a) Corporate secretarial work and compliance of applicable laws for ENGIE Indian Incorporated companies
- b) Assisting in managing of corporate documents and related formalities for the Indian entities portfolio
- c) Ensure preparation of resolutions and minutes of board meetings, shareholders meeting
- d) Assisting in managing new directors nominations in corporate Indian entities and related documentation (director charter, director remuneration agreements, shareholder nominee agreements, as the case maybe)
- e) Manage preparation of corporate documents for bids submission and other related formalities
- f) Contribute to the development and improvement of procedures related to the corporate governance
- g) Encourage a culture of compliance with laws, integrity and ethical principles of the group; report on non-compliance with policies or procedures
- h) Assisting in identifying, implementing and monitoring Compliance system for Indian entities

Salary Details:

25,000 to 30,000

Eligibility:

Having 0-1 year experience and completed training from PCS fir

Job Location:

Gurgaon

Apply at :

Interested candidates are required to send their resumes at :

Process Over