



PLACEMENT CELL, ICSI

Recruitment of Company Secretary (CS)

Information about the Vacancy

DCM Nouvelle Limited is looking for One Company Secretary in New Delhi having minimum 5 year of experience

Job Description:

- Corporate governance and secretarial services.
- Advising on good governance practices and compliance of corporate governance norms as prescribed under various corporate, securities and other business laws and regulations and guidelines.
- Assists in developing a corporate and social sustainability framework.
- Handles the promotion, formation and incorporation of companies and matters related therewith.
- Responsible for filing, registering any document including forms, returns and applications by and on behalf of the company as an authorized representative.
- Coordinate the Board/General meeting and follow-up action thereof.
- Manages all tasks relating to securities and their transfer and transmission acts as the custodian of corporate records, statutory books and registers.
- Manages the secretarial/compliance audit.
- Signing of annual return where necessary and responsible for other declaration, attestations and certifications under the Companies Act, 1956.
- Advises the company on compliance of legal and procedural aspects under various Corporate Laws and Acts particularly relating to Securities and Exchange Board, Foreign Exchange, Consumer Protection, Environment, Labour, Mergers and Acquisitions, Foreign Collaborations and JV's, Subsidiaries, Competition.
- Will be responsible to represent the company and other connected persons before various Boards and Forums including but, not limited to Company Law Board, SEBI, Registrar of Companies, Tax Tribunals, Consumer Forums and other Quasi-Judicial Bodies and Tribunals.
- Advises the company on Arbitration, Negotiation and Conciliations in Commercial disputes between various parties.



**THE INSTITUTE OF
Company Secretaries of India**

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

- Acts as Arbitrator/Conciliator in domestic and international commercial disputes.
- Drafts Arbitration/Conciliation Agreements / Clause.
- Act as Advisor/Consultant in Issue of Shares, ESOP's and other Securities in India and Abroad.
- Not immediately but possibly involved in Public Issue, Listing and Securities Management depending on Company Strategy.
- Responsible for Compliance with Rules and Regulations in the Securities Market.
- Participate and assist Banking Services, Finance and Accounting Services, Taxation Services, Information Technology.
- Will also assist, participate, partner with internal and external stakeholders in areas of:
 1. Corporate Social Responsibility.
 2. Communication with various stakeholders, like shareholders, government, regulators, authorities etc.
 3. Industrial and Labour Laws.

Eligibility:

- Should be a Member of The Institute of Company Secretaries of India.
- Minimum 5 years of experience

Salary Details:

As per industry standards (Negotiable)

Additional Information:

Must have handled demerger activities & Works very closely with the finance and legal departments' frequent interaction with executive management (CEO, BU Heads, HR etc.).

Job Location:

New Delhi

Apply at:

Interested candidates to send their resumes at bari.ashraf@dcmtextiles.com