

**DIRECTORATE OF TRAINING & PLACEMENT**  
**ICSI, NEW- DELHI**  
**Recruitment of Company Secretary (CS)**

**Information about the Vacancy:**

DSS Imagetech Pvt. Limited is looking for One Company Secretary in New Delhi having 0-2 years of experience.

**Job Description:**

- a) Drafting companies Legal documents, contract, agreement etc
- b) Should have knowledge in company law and recent changes in law.
- c) Should have statutory law knowledge
- d) Maintaining and managing company record/documents
- e) Good writing skills
- f) Able to handle pressure and maintaining dead line of Legal documents.
- g) Good in Negotiation Skill
- h) Excellent communication, interpersonal and presentation skills

**Salary Details:**

Rs. 25,000/- p.m

**Eligibility:**

Education Qualification – CS member/CS+Law (Pursuing/Completed) / LLB

Experience Range – 0-2 years

**Job Location:**

New Delhi

**Apply at :**

Interested candidates are required to send their resumes at:  
[shubhra.srivastava@dssimage.com](mailto:shubhra.srivastava@dssimage.com)