

DIRECTORATE OF TRAINING & PLACEMENT

ICSI, NEW- DELHI

Recruitment of Company Secretary (CS)

Information about the Vacancy:

Hetero Labs Limited is looking for Six Company Secretaries in Hyderabad having 0-2 years of experience.

Job Description:

- a) To take care of all secretarial work
- b) Handling ROC works
- c) Filling and taking care of Statutory Requirements
- d) Conducting Board Meetings
- e) Handling Compliance

Salary Details:

30,000/- Gross Salary

Eligibility:

Having 0-2 years of experience

Job Location:

Sanath Nagar, Hyderabad

Apply at :

Process Over