IFCI INFRASTRUCTURE DEVELOPMENT LIMITED
IFCI Tower, 61 Nehru Place, New Delhi – 110019
Tel: +91-11-41732000, Fax: +91-11-26487059
Website: www.iidlindia.com
CIN: U45400DL2007GOI1169232

IIDL is looking to appoint CS Trainee (Male candidate only) as per the details given below:

<table>
<thead>
<tr>
<th>Position</th>
<th>Intake</th>
<th>Eligibility</th>
<th>Consolidated Stipend</th>
<th>Age Criteria</th>
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</thead>
<tbody>
<tr>
<td>Trainee (Secretarial Department)</td>
<td>1</td>
<td>(a) Passed Executive Programme</td>
<td>Rs. 8000/- plus Sodexo Meal Pass of Rs. 2000 per month.</td>
<td>Not more than 26 years as on October 31, 2019</td>
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<td></td>
<td></td>
<td>(b) Passed Professional Programme</td>
<td>Rs. 10,000/- plus Sodexo Meal Pass of Rs. 2,000/- per month</td>
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</table>

Interested and eligible candidates may send their applications at careers@iidlindia.com or send their resumes latest by November 25, 2019 till 17:30 hrs at the address mentioned below:

Human Resource Department
IFCI Infrastructure Development Limited
6th Floor, IFCI Tower,
61, Nehru Place, New Delhi-110019

Requirement:

To assist the Secretarial Department for the following work:

- Preparation and conduct of board, various committee’s and general meetings, including drafting documentation, preparing minutes and completion of routine statutory returns and forms;
- Provide documents to the external auditor and consultants;
- Maintenance of records related to the meetings;
- Compliance w.r.t. the Companies Act and other applicable laws; and
- Other jobs as may be assigned from time to time.
- Well versed with the Companies Act, 2013;
- Brief knowledge of the Allied Laws;
- Basic knowledge of the secretarial functions; and
- Active enough to take part in the affairs of the company.