

**IFCI INFRASTRUCTURE DEVELOPMENT LIMITED**

IFCI Tower, 61 Nehru Place, New Delhi – 110019

Tel: +91-11-41732000, Fax: +91-11-26487059

Website: [www.iidlindia.com](http://www.iidlindia.com)

CIN: U45400DL2007GOI169232

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

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

Interested and eligible candidates may send their applications at [careers@iidlindia.com](mailto: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.