



At Vedanta, we have always believed that our strong internal pool of human capital is our biggest asset. Our leaders passionately drive excellence and innovation to create value for all stakeholders, as we continue to demonstrate world-class standards in governance, safety, environment, sustainability, community development through our sharp focus on innovation, technology & digitalization.

**Role: Officer Trainee – Company Secretary**

- Grade: M7
- Responsibilities:
  - *Assist in ensuring high standards of corporate governance.*
  - *Assist in conducting paperless Board & Committees meetings including preparation of Agenda, drafting of minutes, ensuring post meeting compliances and implementation of all action points.*
  - *Assist in ensuring compliances with Companies Act and various SEBI Regulations.*
  - *Assist in work related to Annual General Meetings, Postal Ballots etc. and preparation and dispatch of notices and Annual Report.*
  - *Assist in stakeholders / shareholders management, redressal of investor complaints, processing of Dividend requests and remat/ demat request received from shareholders and release of unclaimed shares.*
  - *Assist in Dividend Disbursement process.*
  - *Expected to be updated on various regulatory changes*