THE INSTITUTE OF
Company Secretaries of India
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

PLACEMENT CELL, ICSI

Recruitment of Company Secretary (CS)

Information about the Vacancy:

LEEL Electricals Limited is looking for One Company Secretary in New Delhi having 0-1 years of experience

Job Description:

- Assist in preparation of Agenda, Drafting of Minutes and all other compliances with respect to the Board Meeting of the Listed Company and other group Companies.
- Should have knowledge of Listed Compliances (LODR, SAST, Insider Trading etc.)
- Preparation and filing of forms with the ROC.
- Annual filing of the companies.
- Drafting of the Annual Report and assistance in conduct of the AGM/EGM/Postal Ballot etc.
- All other day to day compliances with respect of the companies Act, 2013 and Listing Regulations.
- Dealing with Shareholders Grievances.

Eligibility:

- Should be a Member of The Institute of Company Secretaries of India
- 0-1 years of Experience

Salary Details:

Rs. 30,000/- Per Month (Negotiable)

Job Location:

New Delhi

Apply at:

Interested candidates to send their resumes at **Process Over**