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:

NDR Infrastructure Private Limited is looking for One Company Secretary in Mumbai having 0-1 years of experience

Job Description:

- Arrange for Board Meetings and other Committee Meetings, if any.
- Arrange Annual General Meeting and Extra-ordinary Meetings, periodically.
- Prepare Agenda, Notice, Notes for the Meetings and the supporting documents thereto.
- Prepare and finalize the minutes of the Meetings and undertake action taken report items.
- Advise for planning the strategies & procedures to be followed.
- Maintain records of Statutory Registers.
- File necessary Forms with the Registrar of Companies.
- Maintain all the important documents / data.
- Act as custodian of the important documents, certificates.
- Maintain records of statutory compliances.
- Provide periodical updates to domestic and international legal teams on various compliance related projects.
- Ensure Compliances under FEMA, Companies Act, 2013, etc.
- Provide assistance to internal or external auditors in compliance reviews.
- Establish and maintain office files, logs, indices, legal references, control records, and other information in connection with the work.
- Any other support in compliances as required.

Eligibility:

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

Salary Details:

INR 4-5 Lac Per Annum

Job Location:

Mumbai

Apply at:

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