

# **DIRECTORATE OF TRAINING & PLACEMENT**

## **ICSI, NEW- DELHI**

### **Recruitment of Company Secretary (CS)**

#### **Information about the Vacancy:**

National High Power Test Laboratory Pvt. Ltd (A Joint Venture of NTPC, NHPC, Powergrid, DVC and CPRI) is looking for One Company Secretary in Madhya Pradesh having minimum 5 years of post qualification experience.

#### **Job Description:**

- a) Ensure compliance of Companies Act, 2013 along with relevant Rules.
- b) Convening Board Meeting, General Meeting including preparation of agenda and minutes,
- c) Maintaining statutory registers, preparation of Director's Report etc.
- d) Filing of returns with the registrar of Companies under various applicable sections of CA, 2013
- e) Liasoning with JV Partner and other Govt. Dept.

#### **Salary Details:**

Consolidate salary of Rs. 50,000/-p.m.

#### **Eligibility:**

Minimum having 5 years of post qualification experience.

#### **Job Location:**

Bina, Sagar (District), Madhya Pradesh

#### **Age Limit :**

35 years as on 01.08.2018

#### **Apply at :**

Interested candidates are required to send their resumes at:  
akverma@nhptl.com