

# **DIRECTORATE OF TRAINING & PLACEMENT**

## **ICSI, NEW- DELHI**

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

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

Institute of Company Secretaries of India is looking for Company Secretary in New Delhi having 2-3 years of post qualification Experience.

#### **Job Description:**

- Handling routine activities at the Secretaries office.
- Coordination
- Noting & Drafting.
- Secretarial Assistance.
- Excellent Communication Skill
- Good Drafting Skills
- Ability to coordinate
- Computer/IT skills

#### **Eligibility :**

The candidate should possess 2-3 years of post qualification Experience.

#### **Requirement:**

Two (02) Company Secretaries

#### **Salary Details:**

As per ICSI norms for Contractual employees

#### **Job location:**

New Delhi

#### **Apply at:**

Process over