

DIRECTORATE OF TRAINING & PLACEMENT

ICSI, NEW- DELHI

Recruitment of Company Secretary (CS)

Information about the Vacancy:

IOL Chemicals and Pharmaceuticals Limited is looking for Company Secretary in Ludhiana having 10 to 15 years of post qualification Experience.

Job Description:

- Preparation of agenda, notices and conducting of Board /AGM Meetings.
- Compliances with SEBI, Stock Exchanges, ROC, RD, NCLT, RBI and other regulatory authorities, legal & commercial documents. Mergers and acquisitions.
- Evaluation of management systems.
- Principal accountabilities of Regulatory and Secretarial compliances such as conducting Board/ Shareholders meetings, drafting minutes, issue of capital, Corporate Governance compliances, merger/ demergers.
- And more

Eligibility :

The candidate must possess 10 to 15 years of post qualification Experience.

Salary Details:

Negotiable ; No Bar for Deserving Candidate.

Job location:

Ludhiana

Registration:

The interested candidate can register through the link given below on or **before 11:00 am of 06th March, 2018**, beyond which nominations will not be considered;

<https://goo.gl/forms/jutLiTMZuEheqMsG3>