

# **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.

#### **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 14<sup>th</sup> March, 2018**, beyond which nominations will not be considered;

**Process Over**