

# **DIRECTORATE OF TRAINING & PLACEMENT**

## **ICSI, NEW- DELHI**

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

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

Simhapuri Energy Limited is looking for Company Secretary in Hyderabad having 2-4 year of post qualification Experience.

#### **Job Description:**

- Convening of General/ Board Meetings as per requirement of the Companies Act. Regularly provides guidance to Chairman and the Directors on their responsibilities under various laws.
- Managing Indian and Foreign Shareholders share certificates / meetings / dividend related matters.
- Coordination in legal documentation / legal issues in various term loan & Working Capital Agreements of the Company.
- Act as compliance officer of the Company under Companies Act.
- Preparation and filing of all required forms/ Returns with ROC /CLB/ MCA with in stipulated time.
- Coordination with HOD accounts for annual accounts i.e. Balance Sheet and P & L Account.

#### **Eligibility :**

The candidate must possess 2 to 4 year of post qualification experience.

#### **Requirement:**

One (1) Qualified Company Secretary.

#### **Salary Details:**

Depends upon the candidates

#### **Job location:**

Hyderabad

**Apply at:** [Process over](#)