



PLACEMENT CELL, ICSI

Recruitment of Company Secretary (CS)

Information about the Vacancy:

Panama Solaire Energy Private Limited is looking for Two (2) Company Secretaries in New Delhi having 5-10 years of experience

Job Description:

- Ensuring Compliance of Companies Act, 2013, Secretarial Standards, Handling Secretarial Audit, Preparation and updating of Statutory Registers.
- They should be helping in all matters related to any mergers and acquisitions and change of shareholder processes, whether internally or externally.
- Incorporation of Company.
- Alteration of Memorandum and Articles of the Company.
- Issue of Equity Shares – Bonus, Right issue, Private Placement, FPO, issue to Financial Institutional Investor in Demit / physical form including NSDL & RBI formalities and issue of Preference Shares.
- Filing of forms with ROC.
- Ensuring timely filing of FCGPR and other compliances related to foreign inward remittance.
- Coordination with Auditors appointed by the Company for carrying out Secretarial Audit and Issue of Compliance Certificate.
- Preparing of disclosures of Directors – Annual and at the time of first appointment under the Companies Act, 2013.
- Preparation of Annual Report, Directors' Report and Filing of E-forms for annual filing (XBRL mode & others) and other Forms as required from time to time.
- Due Diligence of Secretarial Compliance for Banks & Secretarial Audit and Statutory Audit.
- Drafting of various resolutions for multiple purposes.
- Conducting and coordinating all arrangements for meetings - Board, General, Committees & drafting, preparing Agenda and Minutes.
- Appointment of Cost Auditors + obtaining relevant Certificates from such Cost Auditor for filing with ROC.
- Preparation of Documents regarding Creation of Charge and Modification of Charge, change of name of Company, Change in Registered Office.
- FEMA Compliances.
- Documentation for various Credit facilities & Renewal or Extension of credit facilities.

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**THE INSTITUTE OF
Company Secretaries of India**

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

Qualification:

- Qualified Company Secretary from Institute of Company Secretaries in India.
- Experience in dealing with other jurisdictions or worked in a multi-national company shall be preferred.
- Sound knowledge of corporate / company laws in India.
- Practical knowledge of corporate governance and regulatory framework governing renewable energy sector.
- Must be a self-starter and with ability to work independently.
- Ability to work in a fast-paced environment and within tight deadlines.
- Strong interpersonal, presentation and communication skills.
- Good teamwork, strong initiative and great independence.
- Excellent written communication skills in English is imperative.
- Competent knowledge and use of Microsoft office.

Eligibility:

- Should be a Member of The Institute of Company Secretaries of India
- 5-10 years of Experience (company secretary for private company in India or in a Law Firm)

Salary Details:

Rs. 6 to 15 Lakhs Per Annum

Job Location:

New Delhi (The position would be based out of Delhi with limited travel)

Apply at:

Interested candidates to send their resumes at: [Process Over](#)