



PLACEMENT CELL, ICSI

Recruitment of Company Secretary (CS)

Information about the Vacancy

Puri Oil Mills Ltd is looking for Two Assistant Company Secretaries Cum Legal Manager in New Delhi having 5-6 years of experience

Job Description:

- Provide sound, efficient and effective service as a CS and legal advice, as required
- Reviews general contract, process documents, and any other document used within the operations to ensure that the organization is meeting standards and agreements.
- Develops and implements contractual agreements between company and client as required.
- Drafting and vetting of MOA, MOU, Bank guarantee, Indemnity Bonds if any, Undertakings and authority letters, vendor contracts, donor contracts, framing of disclaimers in our contracts, etc. Vetting, consultation and co-ordination with the stake holders to ensure documents are legally sound.
- Ensuring the timely and effective provision of legal advice to internal clients on a wide range of legal issues (such as privacy, competition, intellectual property and employment law issues);
- Advising the business on any changes in laws and regulations and cooperating with the functional team to take necessary actions;
- Contribute to the development of compliance policies and procedures and code of conduct;
- Conduct periodic reviews and tests to ensure all areas of the business are operating in accordance with relevant laws and regulations.



**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)

Eligibility:

- Should be a Member of The Institute of Company Secretaries of India
- Should be a Bachelor Degree or above in Law.
- At least 5 to 6 years of experience gained in a reputable firm or industry.
- Legal and/or Compliance experience in manufacturing industry (desirable).
- Strong knowledge of Indian legal and compliance laws and regulations.
- Excellent verbal and written communication, analytical and organizational skills.
- Ability to identify, assess and navigate legal and compliance risks.

Salary Details:

Rs.60, 000/- Per Month (Negotiable)

Job Location:

- Jankan Puri District Centre, New Delhi.

Venue of Interview:

- 302, Jyoti Shikar, Dist Centre, Janakpuri New Delhi : 110058

Apply at:

Interested candidates to send their resumes at <https://www.purioilmills.com/current-openings/>

Interview schedule on 14th & 15th November 2019, from 02 to 05 PM, at Janak Puri 302, Jyoti Shikar Building, Dist Centre, Janakpuri New Delhi : 110058, Phone:011- 47277777 & Mobile: 08826457444