

DIRECTORATE OF TRAINING & PLACEMENT

ICSI, NEW- DELHI

Recruitment of Company Secretary (CS)

Information about the Vacancy:

Shree Digvijay Cement Co. Ltd. (subsidiary of Votorantim, a Brazilian/Spanish MNC) is looking for Company Secretary in Ahmedabad having minimum 4 years of post qualification experience.

Job Description:

- a) At least 4 years of post-qualification experience in company secretarial, compliance and legal matters. Preference to candidates having additional law qualification.
- b) Compliance with Companies Act, SEBI Regulations, other applicable laws, policies and compliance programs.
- c) Assist in Board and Shareholders' meeting related matters
- d) Assist in Research, Analysis & Advisory
- e) Assist in legal documentation / contracts, litigations and other legal matters

Eligibility:

The candidate must possess minimum 4 years of post qualification experience.

Salary Details:

As per industry standard.

Job location:

Ahmedabad

Registration:

Interested candidates may mail their resume with current passport size photograph to

Process Over

