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)

PLACEMENT CELL, ICSI

Recruitment of Company Secretary (CS)

Information about the Vacancy

Starlog Enterprises Ltd is looking for Two Company Secretaries in Mumbai having 4 Plus years of experience

Job Description:

- 1st Attempt, English Medium schooling, Qualified Company.
- Compliance of company law, listing agreement and security laws for the group companies.
- Assisting in preparation of agenda for Board and committee meetings, preparation of Annual Report including Notice of Annual General Meeting, Directors' Report, Corporate Governance Report, etc. of subsidiary / associate / joint venture companies.
- Maintenance of secretarial records and returns/ registers of subsidiary / associate / joint venture companies.
- Dividend payment, banking formalities relating thereto, revalidation and issue of duplicate dividend warrants and coordination with RTA for the same.
- Filling of forms and returns with the Ministry of Corporate Affairs, stock exchanges and Reserve Bank of India.
- Share transfer and dematerialization / dematerialization activities and coordination with RTA for these activities.
- Assisting in implementing various Legal / Corporate actions.
- Should have worked earlier with listed company.

Eligibility:

- Should be a Member of The Institute of Company Secretaries of India
- 4 Plus years of Experience

Salary Details:

As per industry standards

Job Location:

Mumbai

Apply at:

Interested candidates to send their resumes at hq@starlog.in