

About IREDA

Indian Renewable Energy Development Agency Limited (IREDA) is a Mini Ratna (Category – I) Government of India Enterprise under the administrative control of Ministry of New and Renewable Energy (MNRE). IREDA is a Public Limited Government Company established as a Non-Banking Financial Institution in 1987 engaged in promoting, developing and extending financial assistance for setting up projects relating to new and renewable sources of energy and energy efficiency/conservation with the motto: “ENERGY FOR EVER”

For more details, please visit website <https://www.ireda.in/home>

Job Description

- Good knowledge of Companies Act and listing compliances in terms of SEBI Regulations.
- Having good communication and drafting skills.
- Convene Board Meeting, Audit Committee meeting, other Committee meetings, Annual General Meeting etc. including preparation and circulation of agenda notes, minutes, co-ordination etc., ensuring post meeting compliances.
- Convene General Meeting including preparation of notice, Directors' Report, Management Discussion Analysis, Chairman Speech etc. and dispatch of Annual Report.
- Filing of Forms/returns with Registrar of Companies/MCA, Stock Exchange(s) and other regulatory authority.
- Preparing and maintaining statutory records and register.
- Follow-up of statutory requirement of Company Law, SEBI LODR Regulations, RBI and Corporate Governance.
- IPO related activities and compliance.
- Furnishing resolution/ agenda/ data/ information/ inputs to other departments.

Position Title: Executive Trainee (CS)

No. of Position: 1 (One)

Posting: New Delhi

Compensation: Cost to Company (CTC) will be Rs.22.00 lakhs (approx.) per annum

Leaves: 12 days Casual Leave / 02 Restricted Holidays
30 days Earned Leave / 20 days Half-Pay Leave

Appointment of selected candidate is subject to medical fitness as per IREDA requirement.