

DIRECTORATE OF TRAINING & PLACEMENT

ICSI, NEW- DELHI

Recruitment of Company Secretary (CS)

Information about the Vacancy:

Spice Group is looking for Company Secretary in Noida having 7-8 yrs. of Experience.

Job Description:

The Job profile includes:-

- a) Assisting the Company Secretary in ensuring corporate laws/ secretarial compliances
- b) Maintenance of Minutes Books and Statutory Registers/Records under the Companies Act, 2013
- c) Ensuring FEMA compliances
Assisting in conducting Board/ Board Committees/ Shareholders' meetings and prepare Agenda, Notice, Minutes & other documentation

Eligibility :

The candidate must possess 7-8 yrs of Experience.

Salary Details:

Negotiable

Registration:

The interested candidate can register through the link given below **before 10:00 am of 16th December, 2017, beyond which no candidate would be considered;**

<https://goo.gl/forms/8kEmyLw0DhDfOBz1>