

DIRECTORATE OF TRAINING & PLACEMENT

ICSI, NEW- DELHI

Recruitment of Company Secretary (CS)

Information about the Vacancy:

MAS Rural Housing & Mortgage Finance Ltd is looking for 03 (Three) fresher Company Secretaries in Ahmadabad.

Job Description:

- Ensuring Compliance to the Companies Act, 2013, Rules, Notifications, Circulars and Orders issued by MCA and NHB.
- Drafting resolutions and documents with adherence to the Companies Act, 2013 and rules made there under.
- Filing of various forms/documents/returns with regulatory authorities.
- Conducting Board Meetings, Committee Meetings & Shareholders' Meetings as required under Companies Act and to facilitate all the compliances before, at the time and after the meetings.
- Dematerialization of shares and generation of ISIN's of various securities and facilitating Corporate Actions thereof.
- Handling issuance of Equity and Preference shares on private placement basis
- Vetting of various documents including Deeds, Term Loans, Undertakings, Authority Letters, Guarantee Agreements, Declarations, Confirmations, Internal Audit Reports.
- Drafting Notices, Agenda, Minutes, Director's Report.
- Liaising with government authorities, consultants, etc.
- Maintenance of books and registers as per the statutory requirements.
- Vetting of Escrow Agreements of Project Funding and filing of charge forms on behalf of Client Companies.
- Payment of Dividend and completing all the formalities in this regard.
- Maintaining Branch data of Company on the website of NHB.
- Managing compliances of group companies and completing all formalities in this regard.
- Involved in the NHB inspection and extending all support to NHB in respect thereof.

Eligibility :

Fresher Company Secretary.

Salary Details:

Depending upon the candidates interview.

Job location:

Ashram Road, Ahmadabad

Registration:

The interested candidate can register through the link given below on or **before 11:00 am of 22nd February, 2018**, beyond which nominations will not be considered;

<https://goo.gl/forms/M37R84H4HrtGnWvJ2>