

DIRECTORATE OF TRAINING & PLACEMENT

ICSI, NEW- DELHI

Recruitment of Company Secretary (CS)

Information about the Vacancy:

Machino Plastics Limited is looking for Company Secretary in Gurgaon having minimum 5-10 yrs. of post qualification Experience in manufacturing industry.

Job Description:

- Arranging board/general meetings and preparing minutes/records thereof.
- Maintenance of secretarial records, statutory books and registers.
- Filing, registering any document including forms, returns and applications by and on behalf of the company as an authorized representative.
- Advising on good governance practices and compliance of Corporate Governance norms as prescribed under various Corporate, Securities and Other Business Laws and regulations and guidelines made there under.
- Ensures that Board procedures are both followed and regularly reviewed and provides guidance to Chairman and the Directors on their responsibilities under various laws
- Maintain a vital link between the company and its Board of Directors, shareholders, government and regulatory authorities.

Eligibility :

The candidate must possess minimum 5-10 yrs. of post qualification Experience in manufacturing industry.

Salary Details:

Rs. 12 lacs per annum.

Job location:

Gurgaon

Registration:

The interested candidate can register through the link given below on or **before 11:00 am of 26th February, 2018**, beyond which nominations will not be considered;

<https://goo.gl/forms/Zw76ZKMUxUu5O4tL2>