

### Job Description

<b>Job Role</b>	Company Secretary
<b>Sub Team</b>	G&A
<b>Location</b>	Delhi
<b>Experience Required</b>	2-4 Years
<b>Job Purpose</b>	Company Secretary
<b>Tags#</b>	#Compliance #Duediligence #drafting #fema
<b>Job Responsibilities</b>	<ul style="list-style-type: none"> <li>● Responsible for all secretarial matters relating to the company under the Companies Act, 1956 Companies Act, 2013, FEMA and all other compliances as applicable.</li> <li>● Drafting of Contracts, Replies, Agreements, Letters</li> <li>● Preparation of Circular Resolutions, Notice Agenda, Information Packs and Minutes of Board Meetings, Audit Committee, and other committees</li> <li>● Ensuring compliance of Company Law matters</li> <li>● Liasoning with external regulators/governmental agencies</li> <li>● Maintaining All Statutory Registers and Records of the Company</li> <li>● Organise AGM, EGM, draft EGM/AGM minutes and etc. draft notice of AGM, draft corporate governance disclosure, assisting in annual report/circular production;</li> <li>● Filing relevant forms with the ROC</li> <li>● Tracking &amp; monitoring statutory deadlines of secretarial matters and non-statutory due dates. Spotting issues, non-compliance etc. and suggesting solutions for the same</li> <li>● Assisting with the managing of ESOP activities of the company</li> <li>● Liasoning with regulatory authorities &amp; external agencies on behalf of the company</li> <li>● Maintaining and monitoring the statutory compliance module</li> <li>● Any other roles &amp; responsibilities as assigned</li> </ul>
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>● Qualified Company Secretary having 2 -4yrs in experience in Company Secretarial and Legal affairs. Must be strong in company law   corporate law.</li> </ul>
<b>Education Qualification</b>	<ul style="list-style-type: none"> <li>● Qualified Company Secretary</li> </ul>

<b>Age bracket</b>	26-29
<b>Working Conditions</b>	<ul style="list-style-type: none"><li>• Monday to Friday with 1st Saturday working</li></ul>
<b>Other / Special Requirements</b>	<ul style="list-style-type: none"><li>• CS qualified ( upto 3 attempts )</li></ul>