

Details for the post of Company Secretary:-

S.no.	Particular	Requisite Details	
1.	Post	Company Secretary cum Compliance Officer	Manager Finance & Admin
2.	Educational Qualification	Member of Institute of Company Secretaries of India. Additional degree in Law/CA/CWA would be of added advantage.	CA/CMA/MBA/MCOM
3.	Work Experience	<p>Essential: Minimum 2-3 years post ACS Experience in Investor Relations, Secretarial Matters and Statutory Compliances etc.</p> <p>Preference shall be given to those who have working experience in handling AIF Compliance and/or experience in PSU/Government organization for minimum one year as Company Secretary.</p>	<p>Minimum 5 years of experience in manage full set of accounts function and ensure local statutory and related Compliance. Prepare budget and latest estimates and timely and accurate corporate reporting. The incumbent is also expected to handle admin, HR and other office related issues.</p>
4.	Job Profile	<p>Attending to Secretarial duties / functions. The selected candidate shall be nominated as "Compliance Officer" for various statutory requirements.</p>	<p>Should have expertise in accounting software and be capable of preparing files and maintaining records and documentation.</p> <p>Should have good written and oral communication skills</p> <p>Other skills required are related to problem solving, entering and verifying data, knowledge of computers, various software applications and standard office equipment</p>

5.	Pay Scale	A consolidated monthly lump sum pay of INR 70,000/-p.m.	A consolidated monthly lump sum pay of INR 50,000/-p.m.
6.	Age As On 1.03.2018	Not more than 40 years as on March31, 2018	Not more than 40 years as on March31, 2018
7.	Period of Appointment	Initially for a period of 5 years with the provision of renewal thereafter.	Initially for a period of 5 years with the provision of renewal thereafter.