

Corporate Management Trainee

New Delhi

- **Job Description :**

- ☐ Assisting in preparing agenda, notice minutes of the various meetings (Board, NRC and CSR) of the Company and its group companies
- ☐ Organising Board and General Meetings of the Company and its subsidiaries in India & abroad.
- ☐ Maintenance and updating of various registers/records under Companies Act
- ☐ Assisting in coordination in the process of ESOP of the group companies
- ☐ Adherence to Company law, FEMA and RBI compliance
- ☐ Assistance in the incorporation of Companies in India and abroad
- ☐ Assistance in Corporate restructuring in the Company
- ☐ To assist in the preparation of annual reports and statutory returns
- ☐ Assistance in the filing of returns applicable to Listed Companies
- ☐ Maintain records, keep paperwork and digital documents organized and properly filed.

- **Liasoning with:**

- ☐ Registrar and share transfer agent for shares held in Demat and related matters.
- ☐ Auditors (internal and statutory).
- ☐ Consultants/Lawyers in India and abroad.

- **Educational Qualification/ Eligibility:**

- ☐ Graduate in Commerce
- ☐ CS Inter (CS Executive level) cleared in entirety
- ☐ CS Final/professional cleared candidate (first preference) OR CS Final/professional appearing candidate.
- ☐ Must have good communication skills.
- ☐ Good command over English and drafting.

- **Stipend:**

- ☐ As per applicable standard of ICSI and candidate's potential.