

# Semi Qualified Company Secretary

**New Delhi | Experience: 1-3 Year**

- **Job Description :**

- ☐ Organizing, preparing notice and agenda for, taking minutes of the board meetings and annual general meetings of the shareholders
- ☐ Charge related assignment
- ☐ Appointment and cessation of Directors
- ☐ Incorporation of Companies and Limited liability Partnerships
- ☐ Due Diligence Co-ordination
- ☐ Preparation of balance sheet, director's report and other important corporate documents
- ☐ Annual filing (XBRL as well as Non- XBRL) and filing of various forms with the Registrar of Companies applicable to private companies, listed companies.
- ☐ Issue of share certificate post allotment of shares and updating and maintenance of statutory registers.
- ☐ Preparing search reports
- ☐ Further Issuance of securities, Transfer of shares and debentures
- ☐ Compounding and Adjudication under MCA and RBI RBI compliances, applicable FEMA compliance to FDI, ODI, Downstream investment etc.
- ☐ Independent directors data bank registration
- ☐ Change in name, main objective, increase in authorized share capital of the company, private placement of shares, rights issue of shares Issue of shares and filing returns with respect to purchase of sole proprietorship
- ☐ Fast track closure (FTE) of companies, Winding up of companies
- ☐ Change in directorship
- ☐ Goods and Service Tax (GST) registration and monthly filing

- **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
- ☐ Change in directorship
- ☐ Goods and Service Tax (GST) registration and monthly filing

- **Educational Qualification/ Eligibility:**

- ☐ Graduate in Commerce
- ☐ CS Inter (CS Executive level) cleared in entirety
- ☐ Must have good communication skills
- ☐ Good command over English and drafting

- **Salary:**

- ☐ As per the candidate's profile and potential.