Requirement of intern / trainee

PFB the details of the requirement.

Educational background: We are looking for a candidate who is Perusing / completed LLB and has cleared CS Professional 1/2/3 modules
Duration: **12 months** / **24 months** training period as per ICSI guidelines (We are looking for a candidate who is in requirement of the complete training period and not partially)

As a part of training, the trainee gets exposure to the following : -

1. Preparation of secretarial documentation like notices, minutes etc. for the meetings of the Board of Directors, Board Committees and general meetings;
2. Interpretation of the Corporate Laws, the Listing Regulations and related business laws;
3. Review agreements and related documentation processed in day to day business;
4. Learn and extent assistance for secretarial and legal matters related to business expansion, acquisition, change in management etc.;
5. Coordinating responses to the Secretarial Audit, Statutory Audit and certification of annual report;
6. E-filing with the Ministry of Corporate Affairs. India, Dividend Payment etc.

Request you to kindly share the CV's of interested candidates on sagar.s.rajpathak@cummins.com

Thanks & Regards,
Sagar Rajpathak | Corporate Recruitment Team
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