

KIDUJA INDIA LIMITED

Date: 24th July, 2019

In-Charge
Placement Cell
Institute of Company Secretaries of India
New Delhi – 110 003

Dear Sir,

We are interested to appoint a Company Secretary in our organisation, kindly assist us to do the needful by posting the requirement on your portal. The detail regarding the same are mentioned below:

APPOINTING A COMPANY SECRETARY	
Name of the Company	KIDUJA INDIA LIMITED
Address of Work Location	127-B, Mittal Tower, Nariman Point, Mumbai – 400 021
Contact Person	Mr. Darshan Kumar Jain
Nodal Contact Person	Mr. Ashish D. Jaipuria
Contact Number/s	022-40022100 /101
COP Number, (if applicable)	
E-mail Id	kiduja.info@gmail.com
Job Description	a. Filing of various forms timely with MCA b. BSE Compliances c. RBI Compliances d. Minutes, AGM of Public & Private Ltd. Companies
Experience Requirement	1-2 years
Number of Vacancies	One
Salary Details (Monthly)	Rs.20,000 – Rs25000
Any Additional Info	

(By requesting to service you the above requirement; the company allows ICSI to use its name and logo to be used as a Recent Recruiter)

Thanking you in anticipation of the same.

Yours Sincerely,
For KIDUJA INDIA LIMITED



Darshan Kumar Jain
CFO

