

# Manish Jain & Co.

Company Secretaries

1<sup>st</sup> Floor, 236, Anoop Nagar  
Indore (M.P.)-452008

Phone: (O) 2528775, 4098775

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[manishjainandco@gmail.com](mailto:manishjainandco@gmail.com)

To,  
The Director,  
Training & Placement,  
Institute of Company Secretaries of India,  
New Delhi.

Date: 30 / 10 / 2019

Dear Sir,

We are willing to appoint a Company Secretary, The detail regarding the same are mentioned below;

Appointing a COMPANY SECRETARY:	
Name of the Company	Manish Jain & Co. (Proprietorship)
Address of work location	1 <sup>st</sup> Floor, 236, Anoop Nagar, Opposite CHL Hospital, Indore (M.P.)-452008
Contact person	Mr. Manish Jain
Nodal Contact person	-
Contact numbers	0731-2528775, 0731-4098775
COP Number , if applicable	3049
Email id	manishjainandco@gmail.com
Job Description	a) Company law b) FEMA c) NBFC d) IBC
Experience Requirement	Fresher
Number of Vacancies	2
Job/Work Location	1 <sup>st</sup> Floor, 236, Anoop Nagar, Opposite CHL Hospital, Indore (M.P.)-452008
Salary Details (Monthly)	As per caliber

(Column no 2 above, in blue shade is to be edited)  
(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 Truly,

Sign

Name : Manish Jain  
Designation : Practicing company secretary  
Company name : Manish Jain & Co. (Proprietorship)  
Mobile No./Contact No. : 0731-2528775, 0731-4098775  
Email Address : [manishjainandco@gmail.com](mailto:manishjainandco@gmail.com)