



Universal Chemicals & Industries Pvt. Ltd.  
507, Raheja Centre, 214, Nariman Point,  
Mumbai 400 021, India  
Phone: 22 43534353 Fax: 22 22854741  
Email: [mktg@ucil.co.in](mailto:mktg@ucil.co.in)

**1st August 2019**

To  
**The Institute of Company Secretaries of India,**  
1<sup>st</sup> Floor, Jolly Maker Chambers II,  
Nariman Point,  
Mumbai - 400 021.

**Sub: Full Time Company Secretary Required**

We are the leading manufacturer of Potassium Permanganate in India. Our Registered Office is located at Nariman Point, Mumbai. We are looking for a full time Company Secretary to look after our Company Law Affairs.

The applicant should possess membership of the Institute of Company Secretaries of India with an experience of about 2-3 years with a small / medium sized Corporate. Additional legal qualification is desirable. The remuneration shall be in accordance with the qualifications and experience of the candidate.

Request you to recommend a suitable candidate to suit attached position and candidate specification.

Candidates interested in the position should contact **Mr. Hitesh Mistry, General Manager – Finance and Taxation**, with resume at [hmistry@ucil.co.in](mailto:hmistry@ucil.co.in) at –

M/s. Universal Chemicals and Industries Private Limited  
507, Raheja Centre, 214, Nariman Point, Mumbai – 400 021.  
Tel: +91 22 43534353  
Fax: +91 22 22854741

Best Regards,

**For Universal Chemicals and Industries Private Limited**

**Director**  
**S. M. Vaishnav**  
**DIN 00078503**