

## **VACANCY FOR SEMI-QUALIFIED CS / CS MANAGEMENT TRAINEE**

**Amarswarup Group**, Nagpur, invites applications from **Semi-Qualified Company Secretaries / CS Management Trainees** for its Group Companies.

### **Job Profile:**

Handling routine **Company Law and Secretarial compliances**, preparation and filing of **ROC forms**, maintenance of **statutory registers and records**, drafting of **Board/General Meeting notices, agendas and minutes**, and ensuring compliance under the **Companies Act, 2013**. The role also includes **share-related matters**, coordination for **dematerialisation**, assistance in **corporate documentation, due diligence**, and support in **group-level compliance and corporate governance**.

### **Eligibility:**

CS Executive passed / Semi-Qualified CS.

Good knowledge of Companies Act, 2013 and ROC compliances.

Freshers may apply.

**Location:** Nagpur

**Interested candidates may send their updated resume to:** [cail.darshana5@gmail.com](mailto:cail.darshana5@gmail.com)

### **Amarswarup Group**

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