

# Link Intime India Pvt Ltd

**Location – 247 Park, LBS Road, Vikhroli (West), Mumbai**

**Type of Vacancy – Permanent**

1. Job Title – Associate - Special Products (CS related) & Legal (Position reporting to Manager Legal & Special Products)
2. Qualification – Fresh CS and / or Fresh CS and doing LLB.
3. Experience – Having completed training / internship.
4. Job profile:-
  - a. CS compliance of a Private Limited Company – Notice / Agenda / Minutes / ROC Forms / Returns filing etc.
  - b. Consulting / advisory / Administration of following Special Company Secretarial Compliance Products:-
    1. SEBI (Prohibition of Insider Trading) Regulations, 2015;
    2. Employee Stock Option / Purchase Plans (ESOPs) as per SEBI (SBEB) Regulations and Companies Act, 2013;
    3. Preferential allotment of securities as per SEBI (ICDR) etc
    4. Listing of NCDs;
  - c. RBI compliance for Foreign investment in Pvt Ltd Company.
  - d. Legal document review, Cases compilation and updation in system.Adequate training / guidance will be provided to the candidate for first few months on above subjects and thereafter the person is expected to work independently.
5. Salary – CTC Rs 4.20 to Rs 4.50 lacs p.a. plus incentive.
6. Working hours – Monday to Saturday - 9.30 am to 6.00 pm (12 selective Saturdays will be off in a year).
7. Candidates who have flair to meet / interact current / prospective clients will be preferred. Candidate has to be presentable and professional to deal with clients.
8. Candidates residing in and around / between Thane and Sion will be preferred.

Interested candidates can send CV to [kaustubh.koparkar@linkintime.co.in](mailto:kaustubh.koparkar@linkintime.co.in)