

**PLACEMENT CELL**  
**ICSI, NEW- DELHI**  
**Recruitment of Company Secretary (CS)**

**Information about the Vacancy:**

APC Drilling Contruction Pvt Ltd is looking for One Company Secretary in Tamilnadu, having 0-1 year experience.

**Job Description:**

- Maintaining the Company's statutory registers
- Registers of companies
- Minuting board meetings
- Ensuring company Compliance with legal obligations

**Eligibility:**

- 0-1 year experience
- Good knowledge of corporate secretarial law and be familiar with Companies ordinance
- Good computer skills with experience
- Good command of both spoken and written English

**Salary Details:**

Rs. 25,000/-

**Job Location:**

Tamilnadu

**Apply at:**

Interested candidates to send their resumes at **Process Over**