

**DIRECTORATE OF TRAINING & PLACEMENT**  
**ICSI, NEW- DELHI**  
**Recruitment of Company Secretary (CS)**

**Information about the Vacancy:**

Clayfin Technologies Private Limited is looking for One Fresher Company Secretary in Chennai.

**Job Description:**

- Handling the entire secretarial activities of the company and ensuring compliances under Companies Act and Rules made there under.
- Conducting Board Meetings, Committee Meetings and General Meetings
- Maintenance of secretarial & statutory records, registers and other documentation
- Corporate Law advisory – advising the Company on compliance of secretarial and procedural aspects.
- Preparation of Notice, Agenda and working papers for Board/Committee meetings and Annual General Meeting/ Extra ordinary General meeting and Minutes for all meeting.
- Preparation and filling of various e-forms, Annual Returns. Annual filing XBRL mode and entire event based and time based filing with Ministry of Corporate Affairs as required under the Companies Act
- Update management on various changes in laws/statutes

**Desired Candidate profile:**

0 – 1 years of CS experience (Fresher are welcome) should have a CS membership number.

**Eligibility:**

- Fresher Company Secretary
- Should be Associate Member of Institute of Company Secretaries of India.

**Salary Details:**

30,000/- 45,000/-

**Job Location:**

Chennai

**Apply at:**

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