

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

**Information about the Vacancy:**

IVRCL Group is looking for 9 Company Secretaries for the following SPV companies in Hyderabad, having 0-3 years of experience.

- Salem Tollways Limited
- Kumarapalayam Tollways Limited
- Jalandhar Amritsar Tollways Limited
- IVRCL Chengapalli Tollways Limited
- IVRCL Indore Gujarat Tollways Limited
- IVRCL Chandrapur Tollways Limited
- SPB Developers Private Limited
- Alkor Petroo Limited
- Chennai Water Desalination Limited

**Job Description:**

- Preparing Board/EGIM/AGM Notices, Director Report, Resolutions & minutes of AGM, EGIM and BM etc
- Scheduling meetings, preparation of agenda, providing guidance on board paper content. Ensuring timely delivery of papers, recording board decisions, pursuing follow up actions and reporting on matters arising.
- Maintenance of all statutory records and registers as required under the provisions of Companies Act.
- Preparation of Annual Report and sending the same to shareholders.
- Convening and conducting of the meetings of shareholders in line with statutory and regulatory requirements.

**Eligibility:**

- Should be Associate Member of Institute of Company Secretaries of India.
- 0-3 years of experience

**Salary Details:**

3.50 – 6.00 Lakhs P.A (Depends on experience)

**Job Location:**

Hyderabad

**Apply at:**

Interested candidates to send their resumes at [\*\*Process Over\*\*](#)