

**DIRECTORATE OF TRAINING & PLACEMENT**  
**ICSI, NEW- DELHI**

**Recruitment of Company Secretary (CS)**

**Information about the Vacancy:**

Jindal Worldwide Limited is looking for Company Secretary having minimum 2 yr of post membership experience in Ahmadabad.

**Job Description:**

- a) Handling compliance of Listed Company
- b) Preparation of Minutes Group company
- c) Transfer of Share
- d) Company incorporation
- e) Increase Authorized & paid Capital
- f) Adoption of MOA & AOA as per Companies Act, 2013 & More.

**Eligibility:**

Minimum 2 yr of post membership experience.

**Salary Details:**

Up to 3.0 L PA (Depend on Interview)

**Job Location:**

Ahmadabad

**Apply at:**

**Process Over**