

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

Information about the Vacancy:

Oil India Limited (OIL) is looking for One Fresher Company Secretary in reserved for SC/ST/OBC (NCL) in FHQ, Duliajan, Assam/Corporate Office, Noida.

Job Description:

- a) Responsible for the overall functioning of the Secretarial function at OIL.
- b) Compliance with all requirements under companies act/SEBI regulations.
- c) Servicing all shareholders on an as and needed basis.

Eligibility:

- Fresher Company Secretary
- Should be a Member of Institute of Company Secretaries of India.
- Reserved for SC/ST/OBC (NCL)

Maximum Age Limit:

- SC/ST – 34 years, OBC (NCL) – 32 Years. (Additional 10 years age relaxation in Upper age limit for Persons with Benchmark Disabilities as per Govt. guidelines.)

Salary Details:

- 60,000 -180,000/- (Pay scale)

Job Location:

- FHQ, Duliajan, Assam/Corporate Office, Noida.

Modalities:

- Shortlisted candidates have to bring the original document for verification on the day of Campus Drive.
- Details of campus drive would be communicated to the shortlisted candidates only through the email id provided at the time of registration.
- Candidates should come prepared for day long process.
- No candidate without prior registration would be allowed to sit for the Campus Placement Drive.
- Individual enquiries and requests will not be entertained by OIL.
- No TA/DA would be pay to the candidate to participate in the Campus placement Drive.

Apply at:

Interested candidates are required to apply through the link [**Process Over**](#)