

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

**Information about the Vacancy:**

Pahal Financial Services Pvt Ltd is looking for One Company Secretary in Ahmedabad, Gujarat having 0- 2 Years of experience.

**Job Description:**

- Preparation of Minutes and Agenda of the meeting
- Vetting of Agreement
- ROC Filing
- Knowledge of Companies act 2013
- Knowledge of LODR
- Basic Knowledge of Microsoft Excel, PPT and Word
- Good Drafting Skills
- Statutory Compliance

**Eligibility:**

- Should be associate Member of Institute of Company Secretaries of India.
- 0 - 2 Years of experience.

**Salary Details:**

25,000 – 28,000 PM (Negotiable)

**Job Location:**

Ahmedabad, Gujarat

**Apply at:**

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