

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

**Information about the Vacancy:**

Photon Suryodaya Pvt Ltd is looking for One Company Secretary in New Delhi

**Job Description:**

- To manage compliances of provisions of Companies Act, 2013.
- To ensure statutory reporting requirements & E – filings, XBRL filings to ROC from time to time.
- Drafting of Resolutions, Minutes, Notice.
- Preparation of Minute4s of Board and General Meetings as per the secretarial standards issued by ICSI.
- Maintenance of various Statutory Registers i.e. Register of Members, Register of Debenture holders, Register of Charges, Register of Directors and Key Managerial Personnel.
- Secretarial compliances for increasing Share Capital and Allotment, Change of Name/ Registered office of the Company.
- Documentation relating to appointment, resignation and removal of Directors.

To be well aware with the procedure for incorporation of Company under Companies Act, 2013.

**Eligibility:**

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

**Salary Details:**

Rs. 25,000/-

**Job Location:**

New Delhi

**Apply at:**

Interested candidates to send their resumes to [neha@todayhomes.co.in](mailto:neha@todayhomes.co.in)