

**JOB DESCRIPTION**

<b>Position:</b> Associate	<b>Department:</b> CS
<b>PQE:</b> 3-6 Years	<b>Location:</b> Delhi
<b>Remuneration:</b> As per industry norms	

**Desired Profile**

Hiring qualified Company Secretary with advanced knowledge of Companies Act and FEMA, command over language, excellent writing skills. Should be self-motivated with a high sense of accountability

**Responsibilities:**

- Advising on all company law and foreign exchange law, including routine compliance matters related work for clients
- Preparation and filing of forms with Registrar of Companies, Reserve Bank of India, maintaining company law compliance calendar, preparation of board and shareholder meeting documents etc.
- Drafting of various contracts, documents, applications, appeals, petitions primarily related to company law and FEMA including compounding applications
- Maintaining minute books and statutory registers
- Must be registered with Institute of Company Secretaries of India

Law degree preferred, however, main qualification must be a CS.