



INSPIRE THE NEXT GENERATION OF MAKERS.

Job Overview-

We are seeking a dedicated and experienced Company Secretary with a dual qualification in CS and LLB, and experience in compliance and governance. The ideal candidate should have a solid background in ROC filings, board meeting coordination, compliance documentation, and drafting MOUs. Knowledge of laws governing CSR, Trust, and Society Act is essential, with a preference for candidates experienced in Company Limited, Section 8/Trust, or Society frameworks.

Key Responsibilities

- **ROC Filings:** Oversee all required ROC filings, ensuring compliance with the Companies Act and other statutory requirements.
- **Compliance Documentation:** Manage and update comprehensive documentation to support compliance with regulatory authorities.
- **Board Meeting Coordination:** Organize, prepare agendas, document minutes, and follow up on action items from board meetings.
- **Drafting MOU:** Create, review, and finalize Memorandums of Understanding (MOUs) and other legal agreements.
- **CSR, Trust & Society Act Compliance:** Ensure company adherence to CSR regulations and legal obligations under Trust and Society Acts.
- **Policy and Regulatory Awareness:** Stay updated on governance laws and standards, specifically for Section 8/Trust/Society entities, and advise management accordingly.

Qualifications/ Experience

- **Education:** CS and LLB qualifications required.
- **Experience:** 9-12 years of experience in corporate compliance, governance, and legal documentation.
- **Preferred Background:** Experience with Section 8 companies, Trusts, Societies, or Company Limited.

Preferred Candidates

- Candidates with prior experience in **Section 8/Trust/Limited** frameworks will be given preference.



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