

VACANCY OF A COMPANY SECRETARY IN IVCOL, A GOVT. OF INDIA CPSE

There is a vacancy on the post of one Company Secretary in Govt. of India CPSE namely Indian Vaccines Corporation Limited (IVCOL). The Company is a defunct company and functioning from Room No. 526, Block 3-5th Floor, CGO Complex, Lodhi Road, New Delhi 110003.

The candidate should have the knowledge of :

- (i) Company Secretarial Work ie. handling the company's paperwork, meeting regulatory requirements, and administering the procedures and records of the company.
- (ii) advising and assisting the Board of Directors in fulfilling their legal obligations and oversees the company's compliance with legislation and regulatory requirements.
- (iii) to handle day-to-day business administration, including managing resources, staff and finances effectively
- (iv) well aware of Company Law so that he/she can advise the Board of Directors and the company's auditors
- (v) Company's Financial Reporting ie. preparing and filing company accounts and reports.

3. Package: Negotiable .

Interested candidate may contact Incharge IVCOL, Room No. 526, 5th floor, Block 3, CGO Complex, Lodhi Road, New Delhi. Phone no. 011-24361208/ 07572060708