

IFCI INFRASTRUCTURE DEVELOPMENT LIMITED

IFCI Tower, 61 Nehru Place, New Delhi – 110019

Tel: +91-11-41732000, Fax: +91-11-26487059

Website: www.iidlindia.com

CIN: U45400DL2007GOI169232

IIDL is looking to appoint CS Trainee as per the details given below:

Position	Intake	Eligibility Criteria	Consolidated Stipend
Management Trainee (Secretarial Department)	1	(a) Passed the Executive Programme (b) Passed the Professional Programme	Rs. 8,000/- per month plus Sodexo Meal Card worth Rs. 2000/- per month Rs. 10,000/- per month plus Sodexo Meal Card worth Rs. 2000/- per month

Interested and eligible candidates may send their applications at careers@iidlindia.com or send their resumes latest by May 21, 2018 till 17:30 hrs at the address mentioned below:

Head – Human Resources
IFCI Infrastructure Development Limited
6th Floor, IFCI Tower,
61, Nehru Place, New Delhi-110019

Job Description

To assist the Secretarial Department for following work:

- a) In preparation and conduct of board, various committee's and general meetings, including drafting documentation, preparing minutes and completion of routine statutory returns and forms;
- b) In providing documents to the external auditor and consultants;
- c) Maintenance of records related to meetings;
- d) Compliance wrt to Companies Act and other applicable laws;
- e) Other jobs as may be assigned from time to time.