

IFCI INFRASTRUCTURE DEVELOPMENT LIMITED

IFCI Tower, 61 Nehru Place, New Delhi – 110019

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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)	1	(a) Passed the Executive Programme	Rs. 6,000/- per month
		(b) Passed the Professional Programme	Rs. 8,000/- per month

Interested and eligible candidates may send their applications at careers@iidlindia.com or send their resumes latest by 12.04.2017 (14:00 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 meetings and general meetings, including drafting documentation, preparing minutes and completion of routine statutory returns;
- b) In providing documents to the external auditor;
- c) Basic knowledge of the secretarial functions;
- d) Maintenance of records related to meetings.
- e) Compliance w.r.t to Company's Act and other applicable laws; and
- f) Other jobs as may be assigned from time to time;