

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:

Nature of Project	In Take/ Capacity	Duration	Consolidated Stipend amount
Management Trainee (Secretarial)	1	a) 3 years on registration to Executive Programme.	Rs. 4,000/- pm
		b) 2 years after passing the Executive Programme.	Rs. 6,000/- pm
		c) 1 year after passing the Professional Programme	Rs. 8,000/- pm

Interested and eligible candidates may send their applications at careers@iidlindia.com or send their resumes latest by 19.05.2016 (5:30 pm) at the address mentioned below:

Senior Manager-HR
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) Maintenance of records related to meetings.
- d) Compliance wrt to Company's Act and other applicable laws;
- e) Other jobs as may be assigned from time to time;