

Details of Qualification & Experience for the Post of Company Secretary in a Regular cadre

Post	Qualification	Experience & Job Profile	Age Limit	Pay Scale (IDA)
One Post For Company Secretary	Qualified Company Secretary from the Institute of Company Secretaries of India. LLB Degree will be preferred	1 Year minimum experience in practice And Well versed with New Companies Act 2013	30 yrs	Rs. 16400 40500 (IDA)

Note:

1. The Qualification of the candidates must be from recognized Institution/Board/University.
2. Interested candidates may send applications with all required details with self attested photocopies of all documents along with photograph and covering letter specifying for the post applied for **by post only** and please specify the post on the envelope also. **Last date of receipt of application is 10.09.2014.**
3. In case applicant is working in Govt/PSU, application should be forwarded through proper channel.
4. Relaxation to SC/ST candidates would be given as per prevailing Ruler.
5. Candidates residing North East region, Jammu & Kashmir, Andaman & Nicobar Island, Laxdeep Island will be given one week extra time for applying.
6. No applications will be accepted through e-mail.
7. All the application to be addressed to **Manager (HR&Legal) ICSIL** and send on following address :

Intelligent Communication Systems India Ltd.

Administrative Building, 1st Floor,
Above Post Office, Okhla Industrial Estate,
Phase – III, New Delhi – 110020.