

## NATIONAL HIGHWAYS INFRA TRUST

National Highways Infra Trust (NHIT) on behalf of its SPV is looking for a qualified Company Secretary to join our team. The ideal candidate must be a Member of the Institute of Company Secretaries of India (ICSI) with 3-6 years of post-qualification experience, particularly in handling secretarial functions for listed companies.

### Key Responsibilities:

- Organizing and managing **Board Meetings, Shareholders' Meetings**, and drafting **resolutions, notices, agendas**, and **minutes** of meetings.
- Ensuring **SEBI compliances** for listed entities and other applicable regulations.
- Maintaining **statutory registers** and records as required under company law.
- Supporting corporate governance and compliance requirements.

### Key Qualifications:

- Member of the **Institute of Company Secretaries of India (ICSI)**.
- **3-6 years of post-qualification experience** in handling secretarial responsibilities.
- Prior experience working with **listed companies** is preferable.
- Familiarity with **SEBI regulations** and compliance activities.
- A **Law degree** will be an advantage.

Candidates are advised to upload their details at the link – <https://forms.office.com/r/i8b5EiTe6f>

Candidates may upload their details on Microsoft forms by scanning the QR code from mobile & tab.

Candidates are also advised to send their updated resume in to [career@nhit.co.in](mailto:career@nhit.co.in) with a subject line "Application for "Name of Position"". Applications without appropriate subject line shall not be accepted.

The last date for submission of application is **October 10, 2024 till 06:00 PM**

### ***Equal Employment Opportunity:***

*NHIT is an Equal Opportunity Employer and doesn't discriminate in employment based on race, religion, gender status in our employment and hiring practices. We encourage qualified candidates from all backgrounds to apply for open positions within our company.*

National Highways Infra Trust  
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