

**SYNOPSIS**

As a key member of the Regulatory Division, the selected candidate shall be engaged in rendering professional services for reputed clients from diverse industries pertaining to Companies Act 2013 as well as under FEMA/FDI provisions.

The opportunity to expand the horizon while working through niche Domestic and International Regulatory matters. Engagement in thought leadership via articles / regulatory update bulletins etc. across various platforms.

<b>Designation</b>	Associate Consultant -Regulatory
<b>Requisite Qualification</b>	Company Secretary or LLB
<b>Requisite Experience</b>	<b>2-3</b> years post qualification experience
<b>Estimated CTC Range</b>	Commensurate with skill set & experience. (As per Industry norms)

**Advisory & Assistance under Companies Act 2013**

- Compliance management under the Companies Act, 2013 and other allied laws, including e-filings with RoC such as DIR 12, AOC-4, MGT-7, etc., maintenance of Statutory Registers, liasoning with RoC, RD, MCA, and other authorities and Drafting of resolutions, letters to RoC and Minutes of Board and Members Meeting.

- Incorporating Companies, Limited Liability Partnerships, Joint Ventures under provisions of Companies Act, 2013
- Assistance & advise for obtaining Regulatory Approvals from relevant authorities
- Advisory and Opinions on matters related to Companies Act, 2013
- Assistance & advise for reviewing compliances under the Companies Act, 2013

**Ideal Candidate Profile:**

- We seek a Company Secretary with a keen interest & relevant prior experience in the above field.
- Should have a very strong academic background
- In depth, updated knowledge of applicable laws currently prevalent in India (specifically Companies Act 2013,)
- Work exposure of drafting routine agreements would be an added advantage.
- Excellent Communication and Presentation Skills, especially related to Client Interactions
- Proven supervisory skills & ability to lead team members independently
- High levels of motivation & discipline.

## About Us

Dewan P.N. Chopra & Co. (<http://dpncindia.com/>) is a reputed Chartered Accountants firm in India, known for being amongst the best places to work and build a career.

The Firm is an independent/foundation member of the Leading Edge Alliance ([www.leaglobal.com](http://www.leaglobal.com))- LEA Global – one of the largest international association in the world for independent accounting, financial & business advisory Firms.

We are actively engaged in a full service, multi-disciplinary practice including in - Taxation, Regulatory, Transaction Advisory and Audit & Assurance and render these diverse professional services to an extensive base of eminent national & international clients who are preeminent names in their fields.

The Firm's rich heritage is apparent in the values for which we stand - integrity, reliability & proficiency. Our work culture encourages an individual's professional development and embraces an inclusive environment rewarding performance.