

WE'RE HIRING – JAGRUTI RAKSHITHA & CO., COMPANY SECRETARIES

We are looking for Company Secretary professionals to join our growing team in Mumbai and Bengaluru.

Mumbai Office

- CS Trainee / Semi-qualified CS
- Candidates with relevant experience preferred
- Work-from-home opportunity available

Bengaluru Office

- Semi-qualified CS
- Candidates with relevant experience preferred

Exposure & Learning Opportunities

Working with our firm will provide hands-on exposure to diverse corporate, legal and regulatory assignments, including:

- Companies Act, 2013 compliances and ROC/MCA filings
- Incorporation of Companies and LLPs
- Board Meetings, General Meetings and Secretarial documentation
- Annual and event-based compliances
- Share capital, allotment and related filings
- FEMA & RBI compliances, including FDI-related matters
- Alternative Investment Funds (AIF) – Category I & II related work
- Fund documentation, contribution agreements and related compliance
- Due diligence and corporate documentation
- Drafting of resolutions, notices, minutes and agreements
- Secretarial Audit and compliance reviews
- Corporate restructuring and other regulatory matters
- Trademark registration and related intellectual property matters
- Digital Personal Data Protection Act, 2023 (DPDP Act) and data privacy compliance
- Client communication and handling of compliance assignments
- Exposure to start-ups, private companies, unlisted companies, investors and AIF-related structures

This is an opportunity to develop practical, end-to-end experience across multiple areas of Company Secretarial practice, while working on diverse assignments and gaining exposure to corporate law, FEMA, AIF, intellectual property and data privacy.

Interested candidates may send their resumes to:

csrakshitats@gmail.com

csjagrutirawal@gmail.com

Jagruti Rakshitha & Co.
Company Secretaries | Bengaluru & Mumbai