



About the Company:

STCI Primary Dealer Limited, is one of the larger Primary Dealers accredited by RBI for underwriting and market making in Government securities. We are a leading player in the fixed income market and our operations include trading in Government Securities, Treasury Bills, SDLs, corporate bonds, CDs/CPs and interest rate derivatives. We also trade on proprietary account in equity markets and currency derivatives market.

Role: Company Secretary

We are currently seeking a professional to join our Corporate Secretarial team in Mumbai. This is a full-time role where you will be responsible for overseeing and implementing compliance related to Companies Act, 2023 and other ancillary acts, rules, regulations, etc., preparation of Board Notes, Agenda and Minutes to ensure adherence to regulatory requirements. You will be assisting in conducting Secretarial and other audits, assisting in conducting Board and Committee meetings, monitor compliance with relevant laws and regulations, and provide advice and guidance to management on relevant matters. This role requires strong attention to detail, analytical skills, and the ability to work effectively in a fast-paced and dynamic environment.

Key responsibilities:

- Qualified Company Secretary (CS) with 0-3 years of PQE.
- Prior experience in Corporate secretarial role, preferably but not mandatory, especially in the financial services industry.
- Sound knowledge of relevant regulatory requirements and industry best practices.
- Strong analytical skills and the ability to interpret complex regulatory frameworks.
- Excellent written and verbal communication skills.
- Ability to work independently and collaboratively within cross-functional teams.

Interested candidates may mail their resume to recruitment@stcipd.com or to The Head HR, STCI Primary Dealer Ltd, Marathon Emperor, Marathon Nextgen Compound, Lower Parel (W), Mumbai – 400 013