

# NATIONAL HIGHWAYS INFRA TRUST

National Highways Infra Trust (NHIT) on behalf of its SPV is looking to hire professional ideally from Roads sector for the position of company secretary to be based at Delhi office.

Sr. No.	Position	No. of Posts	Location	Eligibility
1	Company Secretary	01	Delhi	Member of Institute of Company Secretary (ICSI) with 7-12 years of post-qualification experience in handling all secretarial matters including holding of board meetings, shareholders' meeting, drafting of resolutions, notices, agendas/minutes of meetings, SEBI Compliances for listed entities, maintaining statutory registers and records, etc. Candidate with experience of working in listed companies and a degree in Law shall be preferred.

**Candidates are advised to upload their details at the link –**

<https://forms.office.com/r/f7xNV5bmJL>

*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 May 15, 2024.**

***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.*

**QR Code**

National Highways Infra Trust  
Advt. April 30, 2024

