

APPOINTMENT

Engagement of “Company Secretary”

Westinghouse Saxby Farmer Limited (WSFL) is under the Public Works Department, Govt. of West Bengal. It is registered under the Company Act, 1956.

WSFL invites applications for the position of **Company Secretary**. The selected candidate will receive a monthly consolidated remuneration, which will be a negotiated amount. The appointment will be hybrid work schedule (**tentatively 2/3 days**), with a termination clause requiring one month's prior notice from either side.

Candidates applying for the position of **Company Secretary** must possess the following:

1. **Post : Company Secretary** to be posted at Baguiati (Head Office);

2. **SCOPE OF WORKS :**

(A) The scope of work shall cover all jobs relating to corporate affairs of the Company under Management Grade, accountable to the Company through Managing Director (MD). He will also be responsible for compliance of Company's Act, 2013 and any other relevant statute, liaison with Government Departments, co-ordination with Internal Auditor/CAG and deal with Banking & Insurance related matters. However, he may also be required to perform such other duties as would be assigned to him by the Company.

(B) Person should have the knowledge of Company Law and Companies Act 2013, merger and post merger procedures. He should be conversant in respect of procedures of convening Board Meeting, General Meeting, Audit Committee Meeting etc. and knowledge of financial accounts.

(C) Person to prepare the agenda of Board meetings, maintain proper record of “Minutes Book” and disseminate to all concerned as applicable.

(D) The management of WSFL reserves its right to modify, alter, change, add/or reduce his/her scope of work and posting at any time on its sole discretion and you have given his/her unconditional acceptance to such change in the scope of service/work.

3. **EDUCATIONAL & OTHER QUALIFICATION :**

(A) Graduate from a recognized University

(B) Person must be a qualified Company Secretary and member of the the **Institute of Company Secretaries of India (ICSI)**.

(C) Above 5 Years experience in the relevant field.

(D) Age: Minimum 30 years.

4. **Remuneration** : Monthly Consolidated (Negotiable);
5. Preference will be given to the candidate having knowledge / experience of PSU (State / Central Govt.)
6. Engagement initially for a period of 1 (One) year. The contract will be extended subject to performance.
7. WSFL's decision shall be final.

Candidates who fulfil the qualifying criteria of experience, age and educational qualification mentioned above may apply in writing to the email ID: kaushikbasu.wsf@gmail.com or md.wsf.2021@gmail.com attaching resume/CV containing details of experience, educational qualification, age, correspondence address, permanent address, personal email ID, mobile no. etc **within 10 days from date of Advertisement**. The working experience should be mentioned in chronological order starting from the first engagement after graduation.