

APPOINTMENT

Engagement of “Company Secretary” on contract basis

Britannia Engineering Limited (BEL) is a Public Sector undertaking under the Govt. Of West Bengal. Administrative Department is the Public Works Department, Govt. Of West Bengal. It is registered under the Company Act, 1956. Britannia Engineering Limited is fully owned by the Govt. Of West Bengal.

The Present advertisement is for the post of **Company Secretary** in Britannia Engineering Limited. The **Company Secretary** is contractual with a monthly consolidated remuneration which shall be a negotiated amount. Appointment shall be purely on contract with a clause for termination with prior notice of one month on either side.

The candidate desires of applying for the position of **Company Secretary** on contractual basis should possess the following qualifications:-

1. **Post : Company Secretary (on contract basis)** 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). You 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, you may also be required to perform such other duties as would be assigned to you 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 BEL reserves its right to modify, alter, change, add/or reduce your scope of work and posting at any time on its sole discretion and you have given your 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 15 Years experience in the relevant field.

(D) Age : 50- 55 years; (Relaxable of age is applicable for suitable candidates)

4. **Remuneration :** Monthly Consolidated (Negotiable);

5. Engagement will be on contractual basis, initially for a period of 1 (One) year which may be renewed on mutual consent basis

Candidates who fulfil the qualifying criteria of experience, age and educational qualification mentioned above may apply in writing to the email ID : taraknathmandal.wsf@gmail.com attaching resume containing details of experience, educational qualification, age, correspondence address ,permanent address, personal email ID, mobile no. etc **within 20 days from date of Advertisement**. The working experience should be mentioned in chronological order starting from the first engagement after graduation.