

APPOINTMENT

Engagement of “Company Secretary” on contract basis

Westinghouse Saxby Farmer Limited (WSFL) 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. Westinghouse Saxby Farmer Limited is fully owned by the Govt. of West Bengal.

WSFL invites applications for the position of **Company Secretary** on a contractual basis. The selected candidate will receive a monthly consolidated remuneration, which will be a negotiated amount. The appointment will be strictly contractual, with a termination clause requiring one month's prior notice from either side.

Candidates applying for the position of **Company Secretary** on a contractual basis must possess the following:

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). 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 10 Years experience in the relevant field.

(D) Age: Within 50 years.

4. **Remuneration** : Monthly Consolidated (Negotiable);
5. Preference will be given to the candidate having knowledge / experience of PSU (State / Central Govt.)
6. Engagement will be on contractual basis, initially for a period of 1 (One) year which may be renewed on mutual consent basis.
7. WSFL reserves right to fill or not fill above position and cancel /restrict/modify /alter the selection process without any further notice or assigning any reason whatsoever.
8. 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.