



Bengal Chemicals & Pharmaceuticals Ltd.

(A Government of India Enterprise)

6, Ganesh Chunder Avenue, Kolkata- 700013

Website: www.bengalchemicals.co.in

Employment Notification No. PER/0106/2023-2024/1

Detailed Advertisement

Location : Kolkata	Department: COMPANY SECRETARY FOR KOLKATA
Name of Post	COMPANY SECRETARY
Pay	Consolidated monthly remuneration around Rs. 50,000/- (equivalent to E1 Level Pay Scale of Rs. 16,400- 40,000/- of 2007 Pay Scale, which will consist of Basic + Applicable IDA). Statutory deductions will be made at source.
Employment Type	PURELY CONTRACTUAL
Job Profile	<ul style="list-style-type: none">• Report to the Managing Director and liaise with Board Members and Ministry as required from time to time.• Prepare agenda and papers for Board Meetings, Board Sub-Committee Meetings and Annual General Meeting (AGM) and follow up on action points.• Convene and service AGMs, take minutes, draft resolutions, and lodge required forms and annual returns with appropriate departments.• Provide legal, financial, and/or strategic advice during and outside of meetings.• Ensure policies, regulatory, or statutory changes that might affect the organization• Handling Legal and Corporate Affairs• Maintain statutory books, including registers of members, directors, and secretaries• Implement processes or systems to ensure good management of the organization• Take an active role and provide valuable input to the management decisions related to share issues, mergers, and takeovers• Implementing of Corporate Governance processes• Handling of all regulatory compliances including filings where applicable.• Understanding corporate and legal compliances as per jurisdiction in which client companies are located.• Prepare and maintain minutes, statutory books including registers of members, directors and secretaries; and filing of return with Registrar of Companies and Government in respect of Company and its subsidiaries.
Qualification- Essential	Qualified Company Secretary from ICSI with Graduation.
Experience	3-5 years post qualification experience in the relevant field, preferably in CPSE/ PSU/Limited Company. Relaxation may be given for deserving candidates in exceptional cases.
Age Limit	Not exceeding 45 yrs (Relaxation by 5 years for SC/ST candidates and for others as per Govt. directives). Relaxation for deserved exceptional cases.

HOW TO APPLY

- 1) Please apply to the Asst. General Manager (HR & Admn.)- I/C, Bengal Chemicals & Pharmaceuticals Ltd. (A Govt. Of India Enterprise), 6, Ganesh Chunder Avenue, Kolkata- 700013 by Post with duly filled-in prescribed Application Form mentioned in the website along with all self-attested copies of testimonials/ certificates in support of Date of Birth, Category, Educational, Professional Qualifications and Experience only within 15/07/2023.
- 2) The envelope containing the application and supporting documents should be superscribed with “Employment Notification No. PER/1801/2023-2024/1” and “Applied for Engagement of Company Secretary for Kolkata”.
- 3) Bengal Chemicals & Pharmaceuticals Limited (A Govt. of India Enterprise) will not be responsible for any postal delay.
- 4) Incomplete applications/ application without supporting documents are liable to be rejected.

Last Date for receipt of applications: 15/07/2023