

COMPANY PROFILE

The Government of India has approved the formation of a Special Purpose Vehicle (SPV) for setting of new Major Port in the state of West Bengal. Bhor Sagar Port Limited is Joint Venture between Kolkata Port Trust and Government of West Bengal created and incorporated on 16th December, 2015 under the Companies Act, 2013. Initial authorized capital of the company was Rs. 5 crore and paid-up capital of Rs. 65 lakh at the time of Registration of the Company. The Authorized Capital was raised from Rs 5 crore to Rs 10 crores and paid up capital was also increased from Rs 65 lakhs to Rs 9.90 crores. The Company would be having Registered office in Kolkata. There is a requirement for **filling up the post of Company Secretary** of the proposed Company. The details are as follows:

Organization Name : Bhor Sagar Port Limited

Title of Job : Company Secretary

No. of Posts : 01 (One)

Date :

Tenure :

Scale of Pay : Rs. 29,100-54,500 (IDA)

JOB DESCRIPTION AND RESPONSIBILITIES

Company Secretary will be HOD and responsible for Company Secretariat matters and report to the Director of the Board.

The functions include:

- To handle Board, Committee & General Meetings and implement the decisions taken by the Board /Committee/Members.
- To ensure compliance with the requirement prescribed under the Companies Act, DPE guidelines and any other applicable rules/guidelines.
- Issue of Bonds/Shares/Liaison with Registrar of Companies
- To ensure proper control, review and feedback, analyze various business proposals/ deals including acquisitions, mergers take-overs, joint ventures in the legal context. Participate in drafting of Agreements at National /Global level and ensuring all related compliances including legal due diligence.
- To provide legal input and advice on implementation of various policies and rules etc. To advise Management appropriately on legal Agreements and contracts, whenever required by coordinating and maintaining good relations with various internal and external bodies including statutory authorities, Government Agencies etc. Supervise the process of managing activities related to any legal disputes against the Company.

- Ensure compliance of various provisions of the Companies Act, 2013, guidelines on Corporate Governance and other corporate Laws like SEBI Act, Competition Act, FEMA, Consumer Protection Act, RTI, MPT Act 1963 etc.
- In addition to the normal duties assigned to you as Company Secretary, you may also be called upon from time to time to do any other work of this Company. No extra Remuneration will be paid in regard to such work.

ELIGIBILITY

A. Age

As on the Date of Advertisement: Not more than 45 years

B. Qualifications

Associate Member of the Institute of Company Secretaries of India with at least 5 years of post-qualification experience, of working as a Company Secretary in the reputed organization.

Desired Skills

Degree in Law shall be preferred.

CA shall be preferred.

Knowledge of Taxation /working of Public Sector Units.

Administration Experience - Experience in Administrative matters desirable.

C. Pay Scale

Public Sector Executives

PSU Executives holding posts in the pay scale of Rs. 24900 - 50500 (IDA).
The minimum length of service required in the eligible scale will be three years as on date of advertisement.

Private Sector Executives

In order to apply, Private Sector Executives must fulfill all the following criteria: i. They should be working in a Company with annual turnover in excess of Rs. 100 crores;
ii. They should be of the level of Head of Department, reporting directly to a Director on the Board.
iii. The person having experience in infrastructure companies will have added advantage.

D. Nationality/ Citizenship

Candidate must be a Citizen of India.

SUBMISSION OF APPLICATIONS

Prospective candidates from Public Sector Companies shall submit their applications, through proper channel, in the format at **Annexure-I**.

Prospective candidates from Private Sector Companies shall submit their applications, through proper channel, in the format at **Annexure-II**.

CERTIFICATION BY CANDIDATE

Candidate has to submit his/her willingness for the post at the time of interview itself clearly stating that he/she will join the post, if selected. If any candidate does not initially give his/her willingness, he/she will not be interviewed. The selected candidate will have to join within one month of issue of letter of appointment. For currently employed Govt. /Public Sector/Autonomous bodies employees, have to produce "No Objection Certificate" from the current employer at the time of interview, failing which candidate will not be allowed to appear for interview.

GENERAL CONDITIONS

- i. All qualifications should be recognized by UGC/AICTE/AIU(GOI)
- ii. Additional weightage may be given to candidates having additional relevant qualifications.
- iii. Candidates, who are presently employed in Private Sector Banks / NBFCs & other institutions, must spell out clearly that his/her designation and scale in his Present Organization is equivalent to or above of that mentioned herein above. These candidates, are required to submit a copy of the Organization Structure and Pay Scale of the present employment (duly signed by the candidate) to justify their eligibility for a particular post, in the absence of which the application shall not be considered.
- iv. Company reserves the right to raise/modify the eligibility criteria in minimum educational qualification and/or minimum work experience.
- v. Appointment shall be subject to Service and Conduct Rules of the Company.
- vi. The Company takes no responsibility for any delay in receipt or loss in postal transit of any application or communication. Candidates in their own interest are advised to submit applications well in time before the last date to avoid possible delay in postal transit. Application received after due date will be summarily rejected.
- vii. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect / false information / certificate / documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of

- these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.
- viii. Any request for change of address / change of centre for group discussion and / or interview shall not be entertained.
 - ix. The Company has the right to reject any application/ candidature at any stage without assigning any reason and the decision of Company shall be final. The Company has the right to reject entirely or partially the selection/ advertisement at any stage without assigning any reason and the decision of Company shall be final in this regard. Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Delhi.
 - xii. Canvassing in any form will be a disqualification. xiii. Communication shall be sent at the **Present Address** mentioned by the Candidate in the application form.
 - xiv. Any changes /modifications in the advertisement will be placed on websites of Kolkata Port Trust only. Candidates applying for the post are advised to visit the websites regularly for updates.
 - xv. Self-Attested Photocopies of all certificates /testimonials are to be provided with the application form including:-

- a. Educational/ Professional Certificates (right from Class X th to the latest)
- b. Experience Certificates (including Appointment & Relieving letters of all previous employers)
- c. Caste Certificate (in case of SC/ST and OBC),
- d. Certificate of Ex-Servicemen (in case)
- e. Copy of last drawn Salary, etc.

No certificate in original is required to be attached with the application. The Company shall not be responsible for misplacement of such certificates.

Last date of receipt of applications is 3rd August, 2016. No application shall be entertained under any circumstances after the stipulated date. Incomplete applications are liable to be REJECTED. BSPL reserves the right to shortlist candidates for interview.

Applications are to be addressed to:

**THE DIRECTOR,
BHOR SAGAR PORT LIMITED,
15, STRAND ROAD,
KOLKATA 700 001**

ALL CORRESPONDENCE ON THE ABOVE SUBJECT SHOULD BE ADDRESSED TO THE DIRECTOR OF BSPL ONLY. (E-mail ID: bhorsagarport@gmail.com)

ANNEXURE I
APPLICATION FORM FOR PUBLIC SECTOR EXECUTIVES
[THROUGH PROPER CHANNEL]

(Note: Any column left blank will make the application incomplete and liable for rejection.)

1. Name of the post applied for : _____
2. (a) Name (in full) : _____
 (b) Father's / Husband's Name (in full) : _____
 (c) Designation of the Applicant (in full) : _____
 (d) Office Address: _____
3. Present Address: _____
4. Permanent Address: _____
5. Telephone No: Office _____, Residence _____ FAX No. _____
 Mobile No. _____ E-Mail address _____
6. Date of birth and age as on date of vacancy : _____
7. Eligibility criteria:

	As per job description	Possessed by the officer	Whether eligible or not
Educational/professional qualifications(along with the name of Institutions)			
Pay Scale (Rs.)			
Length of service in eligible pay scale			

8. Positions held during the preceding ten years:-

Sl. No.	Designation and place of posting	Organization	From	To	Pay scale (Rs.)

8(a). Details of experience relevant for the advertised post and job description, out of 7 above:

Sl. No.	Designation and place of posting	Organization	From	To	Pay scale(Rs.)	Nature of experience

Note: If you wish, you may attach a write up in support of your candidature not exceeding two pages.

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9. (A) Do you hold lien in any other organization? Yes No
If yes:

- a) Name of the organization in which the lien is held.
- b) Date from which the lien is held

(B) Are you on deputation? Yes No
If yes:

- a) Date from which you have been on deputation.

10.(a) Whether any punishment awarded to the applicant during the last 10 years Yes/ No
If yes, the details thereof

(b) Whether any action or inquiry is going on against him as far as his knowledge goes. Yes/ No
If yes, the details thereof

I hereby declare that all the statements made in this application form are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or my not satisfying the eligibility criteria according to the requirements, my candidature/ appointment is liable to be cancelled/ terminated.

Date :
Place :

(Name and Signature of the applicant)

(To be filled by the PSU/Ministry /Department concerned)

It is certified that the particulars furnished above have been scrutinized and found to be correct as per official records.

Date :
Place :

Signature & Designation
of the Competent Forwarding Authority with Tel.No. and Office Seal.

ANNEXURE II
APPLICATION FORM FOR PRIVATE SECTOR EXECUTIVES

(Note: Any column left blank will make the application incomplete and liable for rejection.)

1. Name of the post applied for : _____
2. (a) Name (in full) : _____
 (b) Father's / Husband's Name (in full) : _____
 (c) Designation of the Applicant (in full) : _____
 (d) Office Address: _____
3. Present Address: _____
4. Permanent Address: _____
5. Telephone No: Office _____, Residence _____, FAX No. _____
 Mobile No. _____ E-Mail address _____
6. Date of birth and age as on date of vacancy : _____
7. Eligibility criteria:

	As per job description	Possessed by the officer	Whether eligible or not
Educational/professional qualifications(along with the name of Institutions)			
Pay Scale (Rs.)			
Length of service in eligible pay scale			

8. Positions held during the preceding ten years:-

Sl. No.	Designation and place of posting	Organization	From	To	Pay scale (Rs.)

- 8(a) Details of experience relevant for the advertised post and job description, out of 7 above:

Sl. No.	Designation and place of posting	Organization	From	To	Pay scale	Nature of experience

Note: If you wish, you may attach a write up in support of your candidature, not exceeding two pages.

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9. Annual Turnover of the Company where the candidate is employed (Certified copy to be attached) :

Turnover Rs. _____ for the year _____.

10. I certify that:

- (i) the annual report for the last audited financial year, or annual turnover figures duly certified by the Company Secretary/CFO is enclosed at **Encl. I.**
- (ii) a write up on the significant contributions made by me during the present/past assignments and my suitability for the post is enclosed at **Encl. II.**
- (iii) I am working at Board level position/ or reporting directly to a Director on the Board, i.e. one level below Board level.
- (iv) The Company in which I am working is listed on the _____ (*Name*) Stock Exchange. A proof of listing is enclosed t **Encl. III.**

DECLARATION

I hereby declare that all the statements made in this application form are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or my not satisfying the eligibility criteria according to the requirements, my candidature/ appointment is liable to be cancelled/ terminated.

Date :

Place :

(Name and Signature of the applicant)