

## **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 :	M/s Bhor Sagar Port Limited
Title of Job :	Whole-time Company Secretary
No. of Posts :	01 (One)
Tenure of the Contract:	Initially contract would be for two years, extendable on year to year basis
Consolidated Remuneration :	Rs. 50,000/- per month subject to deduction of Income and Profession Tax at source as per statute

## **JOB DESCRIPTION AND RESPONSIBILITIES**

Company Secretary will be 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.



## **SUBMISSION OF APPLICATIONS**

Prospective candidates shall submit their applications, through proper channel, in the enclosed format at Annexure-I.

## **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.

## **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. Company reserves the right to raise/modify the eligibility criteria in minimum educational qualification and/or minimum work experience.
- iv. Appointment shall be subject to Service and Conduct Rules of the Company.
- v. 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.
- vi. In case it is detected at any stage of recruitment that a candidate does not fulfil 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 contract is liable to be terminated.
- vii. Any request for change of address / change of centre for group discussion and / or interview shall not be entertained.
- viii. 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 Kolkata.
- ix. Canvassing in any form will be a disqualification.

x. Communication shall be sent at the Present Address mentioned by the Candidate in the application form.

xi. 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.

xii. Self-Attested Photocopies of all certificates /testimonials are to be provided with the application form including:-

- a. Educational/ Professional Certificates (right from Class Xth 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. Payslip 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 13.02.2017. 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](mailto:bhorsagarport@gmail.com))

**ANNEXURE I**

**APPLICATION FORM**

**[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 as on date of Advertisement : \_\_\_\_\_

7. Educational / Professional Qualifications :

	Qualification	Name of Institutions
Educational/professional qualifications possessed by the officer		

8. Positions held during the preceding ten years:-

Sl. No.	Designation and place of posting	Organization	From	To	Monthly Emoluments (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	Monthly emoluments (Rs.)	Nature of experience

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

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

Turnover Rs. \_\_\_\_\_ for the year \_\_\_\_\_.

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

11. 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 at **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)