

BHOR SAGAR PORT LIMITED
15, Strand Road,
KOLKATA - 700001

ENGAGEMENT OF WHOLE-TIME COMPANY SECRETARY ON CONTRACT

Bhor Sagar Port Limited, a joint venture between Kolkata Port Trust and Govt. of West Bengal wishes to engage one Whole-time Company Secretary on Contract basis.

Eligibility for engagement as Whole-time Company Secretary:

The incumbent should be 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 Organisation. He should be preferably within **50** years of age.

Candidates having passed final examination of Institute of Chartered Accountants of India / Cost Accountants of India in addition to the above shall be preferred.

Working Hours:

The Incumbent would be required to report to the Director of the Board and would be required to work full time on all working days and would be entitled to weekly off day on Sunday. For work on Weekly off day / National holiday in exigency, the incumbent will be granted a Compensatory Day of rest as convenient to the Management in lieu thereof and will not be entitled to any other compensation, monetary or otherwise for the same.

The Job:

Company Secretary will be responsible for Company Secretary Matters and report to the Director of the Board. The functions include:

- To handle Board, Committee and General Meetings and implement the decisions taken by the Board / Committee members.
- To ensure compliance with the requirement prescribed under the Companies Act, 2013, DPE Guidelines, guidelines on Corporate Governance and other Corporate Laws applicable to the Company like SEBI Act, Competition Act, FEMA, Consumer Protection Act etc. and any other applicable Rules / Guidelines.
- Issue of Bonds / Shares and Liaison with register of Companies.
- To ensure proper control, review and feedback, analyse various business proposals / deals including acquisition, mergers, take over, joint ventures in the legal context. Participate in drafting of Agreements at National / Global level and ensuring all related compliances including legal due diligence.
- Maintenance of Books of Accounts in the Accounting Software, Finalisation of Accounts , dealing with Direct and Indirect Taxes related matters, Coordinate with Auditors.

- 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.
- 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.
- Failure to exercise due diligence in performance of the duty of Company Secretary shall be constituted as professional or other misconduct and intervention of ICSI may be resorted to.

Terms & Conditions:

- i) The engagement will be for a period of 1 year and on expiry of the said period, the contractual engagement will be automatically terminated. However, on expiry of the contract, the company reserves the right to enter into a fresh contract for such period and on such terms as may be mutually agreed upon by the parties.
- ii) The selected candidate will be paid a fixed consolidated remuneration of Rs. **45,000/-** per month subject to statutory deduction as applicable from time to time.
- iii) The office of the selected candidate will normally be at the Registered Office of the Company at 15 Strand Road, Kolkata-700001. However, the candidate may be required to work at any place / office within the jurisdiction of the Company.
- iv) The selected candidate will be entitled to 15 days leave in all in a year in proportionate manner commensurate with the period of completed month of service, which may be availed of with prior approval. For any unauthorised absence in excess of 15 days, pro-rata deduction will be made from the consolidated remuneration. Intimation of sickness however, should be conveyed to the Director forthwith.
- v) The selected candidate will be responsible for the charge and care of Company's money, goods and stores and all other properties that may be entrusted to him and he will be accountable for the same.
- vi) Without assigning any reason the contractual engagement may be terminated by giving 3 months' notice from either side. However, the engagement is terminable on 24 hours' notice for unsatisfactory performance and / or for any act considered to be derogatory / detrimental to the interest of the Company.

The Company has the right to reject any application / candidature at any stage without assigning any reason and the decision of the 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 the 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.

Mode of Application

Applications are to be made as per the following format, and should be submitted in sealed envelope superscripting “Application for contractual engagement of whole time Company Secretary in BSPL” addressed to:

THE DIRECTOR,
BHOR SAGAR PORT LIMITED,
15, STRAND ROAD,
KOLKATA – 700001

Last date of receipt of application is 17.02.2020. No application shall be entertained under any circumstances after the stipulated date. Incomplete applications are liable to be rejected. The Company reserves the right to short list candidates for interview.

Duly attested photocopies of the following documents should be enclosed with the application:

- i) Age proof certificate,
- ii) Educational and Professional qualification certificates,
- iii) Working experience certificate,
- iv) Recent Passport size photograph should be affixed on the application.

FORMAT FOR APPLICATION

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

Please affix recent passport size photograph
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- 1. Name (in full)
- 2. Father's /
Husband's
name
- 3. Date of birth
- 4. Permanent
address
-
-
- 5. Address for
communication
-
-
- 6. Nationality
- 7. Religion
- 8. Marital status
- 9. Telephone No.
- 10 Mobile No.
- .
11 e-mail address
- .

12. Educational / Professional Qualifications :

Educational / Professional Qualification possessed	Qualification	Name of Institution

13. Positions held during the preceding 3 years:

Sl. No.	Designation	Organisation	From	To	Monthly Emoluments (Rs.)

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 not satisfying the eligibility criteria according to the requirements, my candidature / appointment is liable to be cancelled / terminated.

Date:

Place:

Signature of the Applicant