

## **WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LTD.**

West Bengal Industrial Development Corporation Ltd. is the premier agency of the Government of West Bengal for promotion of industrial investments in the State. It creates Industrial Parks and provides a package of services to potential investors. WBIDC offers a challenging career to young professionals from various streams. We are inviting Company Secretaries to apply for an invaluable job experience in the state's premier organization.

West Bengal Industrial Development Corporation Limited invites application from eligible and qualified Company Secretaries from S.C. category, for engagement in the Corporation in the entry level Pay Scale of Level-17 as per ROPA 2019;

Basic- 67,300/-

D.A.- 2,019/-

H.R.A.- 8,076/-

Tiffin Allowance- 600/-

Conveyance Allowance- 1200/-

**Total- 79,195/-**

### **Qualification and Experience:-**

- (1) Graduation and Membership (ACS) of Institute of Company Secretaries of India (ICSI)
- (2) Minimum 5 years of experience in Secretarial practice. The candidate should possess sound knowledge of Companies Act & Company Law procedures and should be proficient in documentation in connection with Board/Audit/subcommittee Meetings, preparation of Annual Report, statutory filing etc., conducting meetings of Board of Directors, Committees of the Board, finalization of Annual Reports, compliance to Govt. of India Guidelines, Corporate Governance, Legal Matters in any CPSU/Central/State Govt. AND/OR Public Limited Company or Listed Company etc.

### **Preference**

- (1) Fellow Membership (FCS) of Institute of Company Secretaries of India (ICSI)
- (2) Graduate degree in Law from a recognized university.

**No. of openings:** 1 (one)

### **Age Limit:**

30- 45 years as on 1<sup>st</sup> August, 2022 relaxable by 5 years as per reservation rule for S.C. category.

### **Tenure:**

Selected candidate shall be on probationary period for one year since joining. After that, following the Rules of the Corporation, the engagement may be regularized based on satisfactory level of performance.

### **General Conditions:**

1. Only shortlisted candidates will be communicated for interview.
2. Acceptance or rejection of application of the candidates will be the sole discretion of the Management of the Corporation. Incomplete applications are liable to be rejected.
3. No TA/DA will be paid by WBIDC to candidates for attending interview

4. All instructions as given in the advertisement must be adhered to, failing which, the applicant will be disqualified for the post.
5. Application is liable to be rejected if it is incomplete, unsigned or received in WBIDC after the closing date. WBIDC will not be responsible for loss of application in transit or postal delay. WBIDC on discretion reserves the right to reject any application or cancel the candidature without assigning any reason thereof.
6. Any application received in a way/ format other than as mentioned hereby, shall be rejected.

**Procedure for application:**

Application furnishing a comprehensive bio-data including Name, Father's name, Date of Birth, postal address with contact number, email ID, copy of SC caste certificate, qualifications and experiences supported by self-attested copies of documents along with two copies of passport size color photograph in a sealed envelope superscribed with "Application for the post of Company Secretary" shall either be dropped in the "Drop Box" kept at the Ground Floor, Reception of the Corporation at WBIDC Ltd. "Protiti, 23 Abanindranath Thakur Sarani, Kolkata 700 017" or may be sent by post to WBIDC Ltd. "Protiti, 23 Abanindranath Thakur Sarani, Kolkata 700 017".

**Last Date of application submission:** Upto 5.00 p.m. on 25.08.2022.

**Contact Details:**

West Bengal Industrial Development Corporation Ltd.  
Protiti, 23 Abanindranath Thakur Sarani  
Kolkata 700 017