

Direct Recruitment : Company Secretary (view details herebelow)

Sl. No.	Name of the Posts	No. of Posts (Reserved for)	Qualification	Post qualification experience (Years) /Nature of Experience as on 01.02.2019	Maximum Age (years) as on 01.02.2019
1.	Company Secretary E4 Grade	One (UR)	(Essential: Graduate in any discipline. Qualified Company Secretary from ICSI.) Degree in Law will be added advantage.	E4 Grade-Twelve years Should be able to liaison with regulators, lawyers etc. Sufficient experience in Secretarial as well as Legal functions. Should have experience of Handling Board Meeting, AGM etc. Post qualification Experience will be counted from the date of obtaining membership from ICSI.	45 years

ABBREVIATIONS: UR=Unreserved;

Scale of Pay: (2007 Pay Scale-E4 Grade):Rs.29100--54500/-; Minimum Monthly gross Salary Rs.78000 approx.**Emoluments: (For Post at Sl.No1):** In addition of Basic pay, Dearness Allowance, HRA as admissible, other benefits include Provident fund, Gratuity, LTC, Company's accommodation in lieu of HRA, medical and other facilities according to Company Rules**General:** Persons employed in Govt. / Semi Govt. / Public Sector Undertaking should forward their application through proper channel or produce "No Objection Certificate" from their employer before the interview. Further, one must have worked for 02(Two) years in immediate below scale for the post applied, if employed in Govt. / Semi Govt. / Public Sector Undertaking. **The Company reserves the right to fill up / alter / cancel the post without assigning any reason.****Applications** on plain paper with detailed Resume, Photograph, copies of all certificates of qualification & experience favouring the candidature and duly signed may be sent to Dy. General Manager (P,A,S), Braithwaite & Co. Ltd., 5, Hide Road, Kolkata-700043. The envelope should be superscribed for the post applied for.**CLOSING DATE:** The last date of receipt of applications will be **23rd February 2019.**

No. Rectt./2019/1.

Dy.General Manager (P,A,S)