

**NATIONAL JUTE MANUFACTURES CORPORATION LTD.**  
**CIN: UI7232WB1980GOI032768**  
**A Government of India Undertaking Ministry of Textiles**  
**4 N. S. Road, Chartered Bank Building, 2nd Floor**  
**Kolkata 70000 1**

Ref.: NJMC/HR/Recruitment/2021-22/01

Date: 26.11.2021

**Notification**

NJMC Ltd. is looking for Company Secretary having experience to handle all issues relating to Corporate affairs and Board matters and compliance of Companies Act 2013, on contractual basis initially for a period of one(1) year in Corporate Office under NJMC Ltd. at 4 N. S. Road, Chartered Bank Building, 2nd Floor Kolkata 700001. The eligibility and other criteria of the candidate shall be as follows:-

**Age & Qualifications:**

- i) Graduate and Company Secretary from ICSI, eligible to be appointed as Company Secretary under the CS Act, 1980.
- ii) At least 5 years working experience in Public/Private Limited Company.
- iii) Preference will be given to those who have Government or Semi Government experience.
- iv) Age: Maximum 50 years.

**Job Profile & Nature:**

As Company Secretary at Corporate Office of NJMC Ltd. he/she will be required

- i) To handle all issues relating to Corporate affairs and Board matters including organizing Board Meetings , Preparation & Circulation of Agenda, Preparation of Minutes/Proceedings of Board Meetings and Necessary follow-up action and compliance of companies Act 2013.
- ii) To discharge all statutory functions as Compliance Officer of the Company.
- iii) To discharge the function of CPIO under RTI Act 2005.
- iv) Any other work assigned by higher Authority/ Management

**Salary:** Consolidated Salary Rs.38000/- per month in deserving cases commensurate with the academic qualification and working experience.

**Duration:** Engagement is purely contractual basis initially for a period of 1 year

**Note:** Age, Salary and experience may be modified based on responses.

**Howto Apply:**

Candidate must apply in details starting qualification experience in chronological manner with contact no. , email address along with self attested copies in support of age, qualification and experience and two copies of latest colour passport size photo. Candidates are required to super scribe on the envelope the post for which they are applying while sending the application. Application duly signed by Candidates should be sent through Speed Post/By Hand (along with aforesaid documents) to the below mentioned address latest by 14.12.2021.

In case of any problems faced by the candidates in filling up the application, they may contact on the phone number: 033-2230 6434 **between 10.30 AM to 6 PM on the working days i.e. Monday to Friday.**

Chief Operating Officer  
National Jute Manufactures Corporation Limited4  
N. S. Road,  
Chartered Bank Building, 2nd Floor  
Kolkata 700001.

---