

NATIONAL JUTE MANUFACTURES CORPORATION LTD
A Government of India Undertaking
Ministry of Textiles
Chartered Bank Building, 2nd Floor
4, N.S Road
Kolkata 700001

Recruitment criteria for Assistant Company Secretary

SI No.	Post Name & No. of Vacancy	Age & Qualification	Job Profile & Nature
1.	Assistant Company Secretary & One (1) vacancy	<p>i) Graduate and Company Secretary from ICSI, eligible to be appointed as Company Secretary under the CS Act 1980.</p> <p>ii) At least 2 years working experience in Public/Private Limited Company.</p> <p>iii) Preference will be given to those who have Government or Semi Government experience.</p> <p>iv) Consolidated Salary Rs. 25000/- (Negotiable)</p> <p>v) Age: Maximum 50 years.</p> <p>vi) Engagement is purely contractual basis initially for 1 year through manpower agency. .</p> <p>Note: Age, Salary and experience may be modified based on responses.</p>	<p>As Assistant Company Secretary at Corporate Office of NJMC Ltd. he/she will be required</p> <p>i) To assist to do 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.</p> <p>ii) Any other work assigned by higher authority/ Management</p>

How to 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, experience and two copies of latest colures 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 the Candidates should be sent through Speed Post/Courier services /By Hand (along with aforesaid documents) to the below mentioned address latest by 20.11.2023.

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