

Recruitment criteria for Company Secretary- cum-Compliance Officer is as follows:

Sl No.	Post Name & No.of Vacancy	Age & Qualification	Job Profile & Nature
1.	Company Secretary cum Compliance Officer  Vacancy: One(1)	<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 3 years working experience in a Government/ Semi Government /Public/Private reputed Company or associated with a reputed CS firm.</p> <p>iii) Preference will be given to those who have Government or Semi Government experience.</p> <p>iv) Consolidated Salary Rs. 55,000/- (Negotiable) per month</p> <p>v) Age Maximum 62 years</p> <p>vi) Engagement is purely contractual basis initially for 1year, Extension may be given subject to the performance as well as requirement of the organization.</p>	<p>As Company Secretary at Corporate Office of NJMC Ltd .he/she will be required</p> <p>i) To handle all issues relating to Corporate affairs and Board matters including organizing Board Meetings ,Preparation &amp; Circulation of Agenda, Preparation of Minutes/Proceedings of Board Meetings and Necessary follow-up action and compliance of Companies Act 2013.</p> <p>ii) To discharge all Statutory functions as Compliance Officer of the Company.</p> <p>iii) To discharge the function of CPIO under RTI Act 2005.</p> <p>iv) He/ She has to perform as Compliance Officer of the Subsidiary of NJMC Ltd to handle Corporate affairs, Board matters and compliance of Company Act 2013 etc.</p> <p>v) Any other work assigned by the Management.</p>

**Note:** Attend the Walk-In-Interview along with original documents related to the credential on 21.05.2025 at 12.00 noon at National Jute Manufactures Corporation Ltd (NJMC Ltd), 4 N. S. Road, Chartered Bank Building 2nd floor, Kolkata -700001. The reporting time is 11.00am.