



HAFFKINE BIO-PHARMACEUTICAL CORPORATION LTD.

(Govt. of Maharashtra Undertaking)

Regd. Office Acharya Donde Marg, Parel, Mumbai-400 012.

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GAD/

Contents to be displayed over website

An UN accredited Govt. of Maharashtra Undertaking Company engaged in the manufacturing of life saving vaccines, anti-sera and Pharmaceutical formulations is on a look out for the following post **on contract** basis for specific period of 11 months.

1) **Assistant Company Secretary** :- No. of Post – 01 (Location- Parel, Mumbai)

Educational Qualification:- Degree in any discipline with associate member of ICSI preferably with degree in Law and or C.A./I.C.W.A.

Age :- Around 30 years and upto 50 years for contractual employment

Experience :- Established practicing Company Secretary/Handling work in capacity of Company Secretary with respect to duties and responsibilities of company's statutory requirements for at least 2 years.

Consolidated Salary :- Approximate Total Pay- Rs. 55,727/-

Other Conditions:- Knowledge of Marathi & Computer is essential. Also if in case of large No. of applications received, then depending upon qualification, experience, extra additional qualification candidates will be called for interview on that priority and as per the recruitment rule. Incomplete application and without supporting documents will not be considered. Applications should be submitted in hard copy by post / by hand along with relevant documents address to “**The Managing Director, Haffkine Bio-Pharmaceutical Corporation Ltd. Acharya Donde Marg, Parel, Mumbai-400 012**” and should reach within 25 days on the above said address from the date of this advertisement. All candidates must give full permanent address, e-mail, recent contact no. Age, Experience etc., on their application along with supporting documents. Those employees working in Govt. and Public Sector Undertaking should apply through proper channel.

Corporation reserve the right to cancel/stop this process at any stage without assigning any reasons there of.