

[Web Advertisement]

**THE BRAITHWAITE BURN AND JESSOP
CONSTRUCTION CO. LIMITED (BBJ)**

(A Govt. of India Enterprise)

27, R.N.Mukherjee Road, Kolkata- 700001

Email: schatterjee@bbjconst.com, akarmakar@bbjconst.com

BBJ a profit-making, dividend paying Central Public Sector Enterprise, under the control of Ministry of Heavy Industries & Public Enterprises is engaged in Civil Construction/Bridge Construction/Road Construction projects all over India.

The Company invites applications for the following Executive post from eligible candidates on Regular employment basis:

S. No.	Post	Scale of Pay	No. of Post	Age (Maximum)
1.	Company Secretary E-5	Rs 32,900 -58,000 [Under Revision]	01	48 Years Born on or after 01.01.1970

- Apart from basic pay and variable IDA, the posts carry other benefits like HRA, Medical, EPF, Gratuity etc. as per the extant rules of the Company.

Essential Educational Qualifications:

- a) Be a Graduate Degree holder from a recognized university.
- b) Be an Associate/Fellow Member of the Institute of Company Secretaries of India

Desirable Qualifications: Degree in Law/ Management/Accounting from a recognized University/Institute.

Experience: Minimum 15 years of post-qualification experience [after passing Company Secretaries Final Examination] in the areas as detailed under:

- a) Discharge of Secretarial Functions/procedures for the company including preparation of supporting materials and carrying out routine activities like preparation of agenda, notices and minutes of meetings.
- b) High level of familiarity with the provisions of Companies Act, 2013 and the Indian Secretarial Standards.

- c) Compilation of Annual Report including Report on Management discussion & Analysis and Corporate Governance, Maintenance and up-dation of various statutory registers/records & handling of work relating to Dividend.
- d) Effectively interfacing with external agencies such as Government Departments (DPE/DHI), ROC, Bankers, and other Statutory Authorities.
- e) Co-ordinating legal activities including providing legal inputs to operating divisions & effectively supporting Company's counsels in court matters.

GENERAL CONDITIONS:

1. Selected candidate will be placed on probation for a period of one year from the date of joining BBJ. The period of probation may be extended as per rules.
2. Candidates working in Public Sector/Government Organization must apply through proper channel or produce NOC at the time of Interview.
3. Reservation/relaxation for SC/ST/OBC/PH candidates applicable as per GOI guidelines.