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, akarmaker@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:

<table>
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<tr>
<th>S. No.</th>
<th>Post</th>
<th>Scale of Pay</th>
<th>No. of Post</th>
<th>Age (Maximum)</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Company Secretary E-5</td>
<td>Rs 32,900 -58,000</td>
<td>01</td>
<td>48 Years</td>
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<td></td>
<td>[Under Revision]</td>
<td></td>
<td>Born on or after 01.01.1970</td>
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- 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.