



PUNJAB STATE CONTAINER & WAREHOUSING CORPORATION LIMITED
A GOVERNMENT OF PUNJAB UNDERTAKING | CIN- U63023CH1995SGC016299
REGISTERED OFFICE: SCO 127-128/1, SECTOR 17-C, CHANDIGARH – 160017
Tel.: 0172-5197882,4668545 | www.pswc.in
Email: punjabconware@yahoo.com

**VACANCY NOTICE INVITING APPLICATIONS
FOR CONTRACTUAL APPOINTMENT AT REGISTERED OFFICE, CHANDIGARH**

Applications are invited by the Punjab State Container and Warehousing Corporation Ltd. (CONWARE) for filling up 01 (one) post of **Company Secretary** (on contract basis) and 01 (one) post of **Junior Executive** (on contract basis) at the Registered Office at Chandigarh for a period of 02 (Two) years. The detailed criteria, educational qualifications and other details for filling up of these posts and Application Forms can be downloaded from website www.pswc.in (under the head 'What's New' available at Home Page). Duly completed applications may be submitted by the closing date of **13.01.2025** addressed to the Managing Director, CONWARE, Chandigarh by email at punjabconware@yahoo.com or by post/hand at above mentioned address by the closing date.

In case of further announcements, if any, the website (www.pswc.in) may be continued to be referred.

Managing Director



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Punjab State Container and Warehousing Corporation Ltd. (CONWARE – A State Government Undertaking) is a reputed organization having a Multi-Level Customs' Notified Container Freight Station (CFS) and a Warehousing Facility at Dronagiri Node, Navi Mumbai, Maharashtra State.

Applications are invited from eligible candidates by CONWARE for filling up following post on purely contract basis on a *fixed consolidated remuneration* for a period of 02 (Two) years:

Sr. No.	Name of Post	No. of posts	Age	Qualification	Experience	Fixed Emoluments (per month)
1.	Company Secretary	1 (one)	18 to 37 years as on 01.12.2024. (Relaxation in upper age by 5 years for reserved categories)	Graduate in any stream from a recognized Indian University and Degree of Company Secretary from the Institute of Company Secretaries of India (ICSI), New Delhi holding valid membership of ICSI. Proficiency in computers is essential.	Post qualification experience of atleast 02 (Two) years as a Practicing Company Secretary or as a Whole Time Company Secretary in any Central or State Govt. Undertaking or reputed private organization having paid up share capital of atleast Rs. 20 crores. Should be able to conduct Statutory meetings of a Company and handle all matters relating to Company Law/ Rules and other statutory requirements/compliances independently as prescribed vide the applicable laws/legislations.	Upto Rs. 50,000/- (All Inclusive)

The applicants applying for above post, should have passed Matriculation examination with Punjabi as one of the compulsory or elective subject or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time. The selected candidate would be placed at the Registered Office of CONWARE at Chandigarh.

Applicants willing to join immediately may submit duly completed forms (with self-attested testimonials) by closing date addressed to the Managing Director, CONWARE, Chandigarh by email at punjabconware@yahoo.com or by post/hand at CONWARE, SCO 127-128/1, Sector 17-C, Chandigarh '**Contractual Appointment of Company Secretary**' as subject line by the closing date of **13/01/2025** (upto 5.00 P.M.). Applications, if received, after the closing date shall be considered only at the sole discretion of CONWARE.

Selection Process: Only the shortlisted candidates shall be informed for appearing for the personal interviews at the scheduled venue. The selection process would be by giving due weightage to minimum prescribed qualifications, additional qualifications (if any), relevant work experience and personal interview/s. No TA/DA would be paid to any of the candidates for appearing for interviews.

Above vacancy is purely contractual in nature and does not entitle the candidates any right to claim permanent nature of job in CONWARE. CONWARE reserves the right to vary/cancel any of the vacancies notified without assigning any reason/s.

CONWARE reserves the right to cancel the recruitment/selection process without assigning any reason/s thereof.

MANAGING DIRECTOR
Punjab State Container and
Warehousing Corporation Ltd. (CONWARE).



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Applications are invited from eligible candidates by CONWARE for filling up following post on purely contract basis on a *fixed consolidated remuneration* for a period of 02 (Two) years:

Sr. No.	Name of Post	No. of Posts	Age	Qualification	Experience	Fixed Emoluments (per month)
1.	Junior Executive	1 (one)	18 to 37 years as on 01.12.2024 (Relaxation in upper age by 5 years for reserved categories)	Candidate having atleast 2 nd class bachelor degree in any stream from a recognized Indian University. Proficiency in computers is essential.	Post qualification experience of atleast 2 (Two) years in clerical, data entry and accounting works in a commercial organization with Multi-tasking and effective communication skills. Good working knowledge of computer/internet is a must. Preference would be given to candidates having experience in Secretarial (Company Law) affairs.	As per the prevalent rates (lump sum and all inclusive) notified by the Deputy Commissioner of Chandigarh (UT), as revised from time to time. Presently, this rate is Rs.29,663/- per month (all inclusive).

The applicants applying for above post, should have passed Matriculation examination with Punjabi as one of the compulsory or elective subject or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time. The selected candidate would be placed at the Registered Office of CONWARE at Chandigarh. However, CONWARE reserves the right to post the candidate at any of its Offices.

Applicants willing to join immediately may submit duly completed forms (with self-attested testimonials) by closing date addressed to the Managing Director, CONWARE, Navi Mumbai by email at punjabconware@yahoo.com or by post/hand at CONWARE, SCO 127-128/1, Sector 17-C, Chandigarh mentioning '**Contractual Appointment of Junior Executive**' as subject line by the closing date of **13.01.2025** (upto 5.00 P.M.). Applications, if received, after the closing date shall be considered only at the sole discretion of CONWARE.

Selection Process: Only the shortlisted candidates shall be informed for appearing for the personal interviews at the scheduled venue. The selection process would be by giving due weightage to minimum prescribed qualifications, additional qualifications (if any), relevant work experience and personal interview/s. No TA/DA would be paid to any of the candidates for appearing for interviews.

Above vacancies are purely contractual in nature and does not entitle the candidates any right to claim permanent nature of job in CONWARE. CONWARE reserves the right to vary/cancel the vacancy notified without assigning any reason/s.

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MANAGING DIRECTOR
Punjab State Container and
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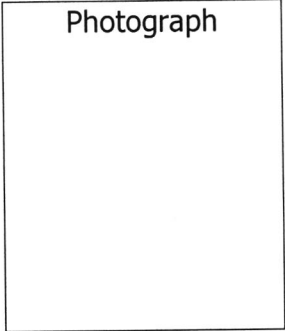
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APPLICATION PROFORMA

Post Applied for: COMPANY SECRETARY (ON CONTRACT) OR
(Please Tick Mark the post applied for) **JUNIOR EXECUTIVE (ON CONTRACT)**

1. Full Name of Applicant: _____
2. Father's/Husband's Name: _____
3. Gender: _____
4. Category: (Self attested valid certificate issued by the Appropriate Authority to be enclosed in case of Reserved Category) _____
5. (a) Permanent Residential Address: _____

- (b) Mailing Address and Contact No.: _____
- (c) Email Id.: _____
6. Educational Qualifications (From Matric Onwards): _____
7. Date of Birth (dd/mm/yyyy): _____
8. Age as on 01.12.2024 _____
9. Experience:



S. No.	Post Held	Organization	From	To



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10. Expected Remuneration (all inclusive) per month: _____
11. Documents to be submitted (All self-attested):
- i. Age proof Certificate along-with Valid Identity Proof (Aadhar Id and PAN)
 - ii. Photocopies of Educational Qualifications (From Matric Onwards)
 - iii. Photocopies of Degree Certificate of Company Secretary granted by ICSI with membership details (*for the post of Company Secretary Only*).
 - iv. Photocopies of Experience certificate/s issued by the Competent Authority of the Organization/s served.
 - v. Two references (with contact details)

(_____)
Signature of Applicant

Verification:

1. I have never been convicted by any Authority for any criminal offence of moral turpitude.
2. I _____, hereby declare that all particulars given above here are true to the best of my knowledge & belief and, if any, information is found to be incorrect/concealed/fabricated, my candidature shall be liable for rejection immediately apart from being liable for criminal proceedings.

Place:

Date:

(_____)
Signature of Applicant