

To,
The Institute of Company Secretaries of India
Placement Cell

URGENT OPENING

WEST BENGAL HIGHWAY DEVELOPMENT CORPORATION LIMITED [WBHDCL], a wholly owned company of Govt. of West Bengal, is inviting application from the eligible candidates for the following posts in the Secretarial & Legal Department of the Company on an immediate basis, through ICSI:-

SL No	Criteria	Post- Assistant Company Secretary	Post- CS Management Trainee
1	Educational Qualification	Qualified CS with LLB [preferably passed]	CS Professional appeared [preferably passed] Additional Qualification: LLB Perusing Prescribed requirement as per ICSI must be fulfilled.
2	Experience	Minimum 02 years of post-qualification experience.	-
3	Desirable	Exposure with Government Company, knowledge of ROC form filings, preparation of documents and other Company Secretarial activities, Legal acquaintance with good communication and drafting skills.	-
4	Salary/ Stipend	Negotiable	Rs.15000/- per month [consolidated]
5	Age Limit	Maximum-30 years as on 30.06.2024	Maximum-25 years as on 30.06.2024
6	No. of vacancies	01	01
7	Nature of engagement	Contractual	As per ICSI norms
8	Place of work	Kolkata, West Bengal	Kolkata, West Bengal

Interested and eligible candidates may send their updated resume along with self-attested proof of experience/age/education **clearly mentioning the post for which the application is being made** via email at cs@wbhdcl.gov.in latest by 31st July, 2024.

For and on behalf of WBHDCL



Company Secretary & DGM (legal),
WBHDCL