



o/c

West Bengal Highway Development Corporation Limited

(A Wholly Owned Company of Govt. of West Bengal)

WBHDCL Building, Dr. Deodar Rahaman Road, Lake Gardens, Kolkata - 700033
Tel. (033) 2422 3422, 2422 5422; Email: info@wbhdcl.gov.in
Corporate Identity Number : U45203WB2012SGC180687

www.wbhdcl.gov.in

Memo No:1846 /WBHDCL

Date: 11/09/2024

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 post in the Secretarial & Legal Department of the Company on an immediate basis, through ICSI:-

SL No	Criteria	Post- Assistant Company Secretary
1	Educational Qualification	Qualified CS with LLB [preferably passed]
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
5	Age Limit	Maximum-32 years as on 1 st January,2024
6	No. of vacancies	01
7	Nature of engagement	Contractual
8	Place of work	Kolkata, West Bengal Preference may be accorded for the candidates based in Kolkata and neighbouring districts.

Interested and eligible candidates may send their updated resume along with self-attested proof of experience/age/education via email at cs@wbhdcl.gov.in latest by 17th September, 2024.

No TA/DA will be paid for candidates appearing for the interview. Further, No Objection Certificate is required to be submitted by the candidate at the time of interview working in any Government Organisation.

For and on behalf of WBHDCL


Company Secretary & DGM (legal),
WBHDCL