

WEST BENGAL MEDICAL SERVICES CORPORATION LTD.

(Wholly Owned by the Government of West Bengal)

CIN: U85110WB2008SGC126373

Regd. Off. : Swasthya Sathi, Swasthya Bhawan Complex, GN-29, Sector-V, Salt Lake, Kolkata – 700 091

Phone: 033-40340303, Fax: 033-40340400 • Email: info@wbmsc.gov.in • Website: www.wbmsc.gov.in

No. WBMSC/Org.Set up/Eng/399/13/Part-I/3044

Date: 05.04.2022

Notice for Walk-in-Interview

WEST BENGAL MEDICAL SERVICES CORPORATION LIMITED invites applications from eligible candidates for immediate engagement as Company Secretary on purely contractual basis initially for 1(one) year. **WALK-IN-INTERVIEW** will be held on Monday, 11th April, 2022 at 11.30 am.

Qualifications:

- i) A degree from a recognised University with Associate/Fellow Membership of Institute of Company Secretaries of India.
- ii) A degree in law (LL.B) is desirable.
- iii) Should be conversant with the works of the Company Secretary with the application of computer.

Experience: Minimum work experience of 10(ten) years as Company Secretary in a Company of repute preferably in a Govt. Company with expertise to handle legal aspects of incorporation , formation, promotion, amalgamation or winding up of a Company and all Statutory compliances as per provisions of the Companies Act, 2013.

Consolidated Remuneration/Fees: Rs. 60,000/- per month.

Age: Should not exceed 60 years as on 01.01.2022.

Terms and Conditions:

- i) Competent authority reserves the right to withdraw the selection process and also the right to reject any or all applications received without assigning any reasons or giving notice etc.
- ii) This contractual engagement is whole time and private practice of any kind is prohibited.
- iii) Candidate should not have been convicted by any court of law.
- iv) If any declaration given or any information given by the candidate proved to be false or if the candidate is found to have wilfully suppressed any material information, he/she shall liable to be removed from service and such action to be taken as the competent authority may deemed fit.
- v) Candidate should be physically and mentally fit in all respects.

- vi) Candidates are liable for termination from contractual service in the event of unsatisfactory performance.
- vii) Decision of the competent authority regarding selection of candidates will be final and no representation will be entertained in this regard.

Intending Candidates should appear at the **WALK-IN-INTERVIEW** on Monday, **11th April, 2022 at 11.30 am** at the Conference Room, 2nd floor, Swasthya Sathi Building, Swasthya Bhavan Complex, GN -29, Sector - V, Salt Lake, Kolkata - 700 091 along with the prescribed Application Form duly filled in, two original colour passport-size photographs, self-attested photocopies of date of birth, proof of work experience, academic and professional qualifications, last pay Slip, Aadhar card and PAN Card. Please visit the website **www.wbmsc.gov.in** for details and to download the prescribed Application Form.

Sd/-
**Managing Director, WBMSCL, &
Senior Special Secretary to the Govt. of W.B,
H&FW Department**

Work Experience

Brief description of responsibilities held:

Self Attested Certificates & Documents in support of candidature

Self attested
passport sized
photograph to be
affixed

1. _____
2. _____
3. _____
4. _____
5. _____

Disclaimer & Signature

I certify that the above information is true to the best of my knowledge and belief.

If this application leads to employment, I understand that false or misleading information furnished in my application may cancel my candidature.

Signature: _____

Date: _____