

# WEST BENGAL MEDICAL SERVICES CORPORATION LTD

(Wholly owned by the Government of West Bengal)

CIN: U85110WB2008SGC126373

Regd. Office: Swasthya Sathi, GN-29, Sector-V, Salt Lake, Kolkata-700 091

Ph: 033-40340300, Fax: 033-40340400, website: www.wbmsc.gov.in, E-mail: info@wbmsc.gov.in

No. **WBMSCL/HR/2510/19/6804**

Date: **18.12.2023**

## Notice

Online applications are invited from eligible candidates for immediate engagement as Company Secretary through Interview. The required criteria are given below:

### Qualifications:

1. A degree from a recognized University with Associate/Fellow Membership of Institute of Company Secretaries of India.
2. A degree in law (LL.B) is desirable.
3. Should be conversant with the works of the Company Secretary with the application of computer.

**Experience:** Minimum 3 years working experience in a Public/Private Company

**Age:** Should not exceed 60 years as on 01.01.2024

**Consolidated Remuneration:** Rs. 60,000/- p.m

### Terms and Conditions:

1. In exigencies, if situation warrants the competent authorities reserve the right to withdraw the selection process and also to reject any or all applications received without assigning any reasons or giving Notice etc.
2. This Contractual engagement is Whole time and Private practice of any kind will not be allowed.
3. Candidates do not have any criminal proceedings against him before any court of law.
4. If any declaration/information given by the candidates proved to be false or the candidate is found to have willfully suppressed any material information he/she shall be liable to be removed from service.
5. Candidate should be physically and mentally fit in all respect.
6. Initial engagement will be for 1 year to be renewed on satisfactory performance and is liable for termination from contractual service in the event of unsatisfactory performance.
7. Decision of the competent authority regarding selection of candidates will be final.

intending Candidates should send their current Curriculum Vitae attached with a current photograph (attested) along with self attested photocopies of qualifications, proof of work, date of birth, last pay slip and Aadhar card through email id: [wbmsclrecruitment@gmail.com](mailto:wbmsclrecruitment@gmail.com) from **19.12.2023 to 02.01.2024**.

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