

	<b>British India Corporation Limited.</b> <b>(A Govt. Of India Company)</b> <b>Ministry of Textiles</b> <b>11/6, Smt. Parvati agla Road</b> <b>Kanpur-208001.</b>
BIC invites applications for the position of Company Secretary on Fixed Term Contract basis for its Head Office in Kanpur.	
Details are as under:	

**British India Corporation Limited.**  
(A Govt. of India Company, Ministry of Textiles)  
11/6, Smt. Parvati Bagla Road, Kanpur-208001

BIC, Public Sectors Undertaking requires one Company Secretary on "fixed term contract" basis the details are as follows:

<b>S. No</b>	<b>Name of Position</b>	Company Secretary
	<b>Age Limit</b>	Below 40 Years
	<b>Qualification Essential</b>	Should be an Associate/Should have fellow Membership of Institute of Company Secretaries of India
	<b>Qualification Preferable</b>	CS+CA (Chartered Accountant)
	<b>Work Location</b>	Kanpur, Uttar Pradesh (BIC Office)
	<b>Experience (Minimum)</b>	One year post qualification experience in relevant fields. Experience of working in computerized environment is essential.
	<b>Job-Profile</b>	i) Ensure compliance of Companies Act, 1956, guidelines on Corporate Government norms and other Corporate Laws applicable to the Company. ii) Convene Board Meeting, Audit Committee meeting, other Committee meetings, Annual General Meeting etc. including preparation of agenda, minutes, coordination etc. iii) Maintain books, registers, records etc. as per the applicable laws including filing of returns etc. with concerned authorities. iv) Compliances of various other statutory obligations. v) Liaise/ follow-up with various Government Department to ensure statutory compliance.

		vi) Filing of returns with registrar to companies. vii) Appointment and fixing of remuneration of statutory auditors.
	<b>Remuneration</b>	The selected candidate will get monthly remuneration of Rs. 70,000.00/-(all inclusive).
	<b>Tenure of Appointment</b>	One year and on basis of the performance and need his/her services may extended to one more year.
	<b>Leave</b>	He / She shall be eligible for 12 days' leave in a calendar year on pro-rata basis. Therefore, he/she shall not draw any remuneration in case of his/her absence beyond 12 days in a year (calculated on pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year.
	<b>TA/DA</b>	No TA/DA shall be admissible for joining the assignment or on its completion. However, in the course of performing professional duties, if he/she is deputed to outstation units, the admissible TA/DA will be at par with Asst. Manager in BIC.
	<b>Other allowances</b>	No other facilities like DA, accommodation, telephone, conveyance/transport, LTC etc. would be admissible.

BIC reserves the right not to fill the above position without assigning any reasons.

### Instructions

- 1) Applications giving full particulars along with self-attested copies of Certificates/testimonials and a recent passport size photograph (non-returnable) should reach to **Director (F&A) BIC By ordinary post** by **02/01/2025** on the address SC Gupta, OSD BIC, **Room no. 539, Ministry of Textiles, Udyog Bhawan New Delhi 110011**. Please superscribe envelope with the post applied for.
- 2) Applications which do not meet the criteria given in this advertisement & / or incomplete application are liable to be summarily rejected.
- 3) No correspondence will be entertained with the candidates not short listed for interview.

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**APPLICATION FORMAT**

Please paste  
self-attested  
recent  
passport size  
photograph

- 1) All columns should be filled in block letters**  
**2) Incomplete applications/applications without enclosures will be**

1. POST APPLIED FOR :

2. FULL NAME(BLOCKLETTERS) : \_\_\_\_\_

3. FATHER'S/HUSBAND'S NAME : \_\_\_\_\_

4. (a) DATE OF BIRTH : \_\_\_\_\_

(b) AGE : \_\_\_\_\_(YRS.)\_\_\_\_\_ (MTS)\_\_\_\_\_ (DS)  
(As on the last date of receipt of application)

5. RESIDENTIAL ADDRESS :

(a) CORRESPONDENCE: \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_

Tele. No. \_\_\_\_\_ E-mail ID \_\_\_\_\_

(b) PERMANENT ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

Tele. No. \_\_\_\_\_ E-mail ID \_\_\_\_\_

Male  Female  Trans Gender

6. SEX :

7. MARITAL STATUS : Married  Unmarried

8. RELIGION :

9. PRESENT OFFICE ADDRESS : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. CATEGORY (SC/ST/OBC) : \_\_\_\_\_  
 (In case PWD, please mention the percentage & category of disability)  
 (In case of OBC, please, attach the latest OBC (not more than 6 months old) certificate)

11. (a) PRESENT POST HELD: \_\_\_\_\_  
 (b) DATE FROM WHICH HELD: \_\_\_\_\_  
 (c) NAME OF ORGANISATION: \_\_\_\_\_  
 (d) SCALE OF PAY: \_\_\_\_\_  
 (e) PRESENT BASIC PAY (P.M.): \_\_\_\_\_  
 (f) TOTAL EMOLUMENTS (P.M.): \_\_\_\_\_  
 (Pl. enclose current salary slip/break-up of salary)

12. DETAILS OF SERVICE

SL. NO.	NAME OF THE ORGANISATION	POST HELD	SERVED		LENGTH OF SERVICE	WHETHER REGULAR OR NOT	NATURE OF DUTIES PERFORMED
			FROM	TO			

13. EDUCATIONAL QUALIFICATION : (including professional qualifications, if any):

SL. NO.	EXAM. PASSED	INSTT. / UNIVERSITY	SUBJECTS STUDIED	YEAR OF PASSING	% AGE OF MARKS	DIVISION OBTAINED

14. PROFICIENCY IN COMPUTER APPLICATIONS (IF ANY):

15. ANY OTHER RELEVANT INFORMATION:

**DECLARATION:**

I HEREBY DECLARE THAT THE ABOVE STATEMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF. IN THE EVENT ANY INFORMATION IS FOUND TO BE FALSE OR INCORRECT, MY CANDIDATURE MAY BE TERMINATED WITHOUT NOTICE.

PLACE :

SIGNATURE OF THE CANDIDATE

DATE :