

**KOLKATA METRO RAIL CORPORATION LIMITED**  
**(A Public Sector Undertaking under the Ministry of Railways)**  
**KMRCL Bhavan, HRBC Office Compound**  
**Munshi Premchand Sarani**  
**Kolkata – 700021**

Web:www.kmrc.in

**Advt. No 221/2019**

**Recruitment of Company Secretary**

Kolkata Metro Rail Corporation Limited (KMRCL) is a Construction Government Company under the Ministry of Railways engaged in the construction of East-West Metro Corridor at Kolkata, West Bengal from Howrah Maidan to Salt Lake Sector-V covering a distance of 16.55 Km (10.81 Km underground and 5.74 Km elevated). There are 12 stations, 6 each underground and elevated. The project includes 520 mtr under the river Hooghly, the first under water railway tunnel in the country.

The Company invites applications for **01 post of Company Secretary for which eligibility criteria and other details are tabulated below:**

<b>Post &amp; Pay</b>	<b>Essential Qualification (as on 01.10.2019)</b>	<b>Maximum age (as on 01.10.2019)</b>	<b>Post Qualification Experience criteria (as on 01.09.2019)</b>
<p>Company Secretary</p> <p><u>Pay</u> Rs.75,000/- p.m.(Negotiable) plus official transport.</p> <p>Total Post – -01 (UR)</p> <p>(Yearly increment 10%)</p>	<p>Fellow/ Associate Member of Institute of Company Secretaries of India (ICSI)</p> <p>Additional Qualification of LLB from a recognized University will be preferred</p>	<p><b>50 Years</b></p>	<p><b>1. If working in PSU/Central/State Government Organization then:</b></p> <p><b>Total Experience – 15 years</b></p> <p>OR</p> <p><b>2. If working in Private Organization:</b></p> <p><b>Total Experience – 12 years</b></p> <p><b><u>Job Requirements:</u></b> Excellent knowledge of Company Law and its application including Secretarial Standards, good grasp of applicable laws to a Company so as to report to BoD periodically, very good communication, capability especially in drafting with power to grasp and express the content succinctly, up-to-date on new developments in the areas of work of a CS. Qualities expected are keenness in learning, readiness to meet work exigencies without hesitation, commitment to work, professionalism in approach, with capability to handle all the work independently expected of a Company Secretary.</p>

\*Engagement will be on contractual basis initially for a period of two years (extendable yearly)

**Medical Standards:** Candidates should be in sound health and free from color blindness. No relaxation in health standards will be allowed.

**Place of Posting:** Kolkata

**Selection Process:** Interview

**A. GENERAL INSTRUCTIONS:**

1. If any candidate is presently working with any Government Department or organization/PSU, he/she should inform their employers in writing before applying for posts in KMRCL. Such candidates will have to produce NOC from their employers at the time of interview.

**B. INSTRUCTIONS FOR APPLYING:**

1. Before applying, candidates should ensure that they fulfil all the eligibility criteria mentioned in advertisement. **The application should be submitted only once.**
2. Application **neatly typed** on A-4 size paper in the prescribed format should be sent to **General Manager/Administration, Kolkata Metro Rail Corporation Limited, KMRCL Bhawan, HRBC Office Compound, Munshi Premchand Sarani, Kolkata – 700021** accompanied with the copy of following documents:
  - a) Matriculation Certificate (for age proof);
  - b) Attested copy of certificate of professional degree including LLB and of membership (ACS/FCS) of the Institute of Company Secretaries of India;
  - c) Certificates of other professional qualification, if any;
  - d) Certificate in proof of experience (clearly indicating the Pay and no of years served in the Pay as on the cut off date as mentioned), proof of present CTC (for working in private sector)/present pay (for working in Government Sector/PSU).
  - e) Community Certificate if any;
  - f) DD for Rs. 1000/- for UR and OBC applicants and Rs. 250/- for SC/ST & Ex-servicemen applicants in original;
  - g) A copy of CV (Curriculum Vitae) signed by candidate.
  - h) Application should reach **General Manager/Administration, Kolkata Metro Rail Corporation Limited, KMRCL Bhawan, HRBC Office Compound, Munshi Premchand Sarani, Kolkata – 700021 by 25<sup>th</sup> November 2019.**

**APPLICATION FORMAT**

D. D. No. & Date	Name of issuing Bank & Branch	Amount
		Rs.

1. Post Applied for (in Block Letters):..... Advt No.....
2. Name in full (in Block Letters) :
3. Father's Name :
4. Date of Birth :
5. Community (SC/ST/OBC) :
6. Religion ..... whether belong to Minority: Yes/No (Please tick)
7. Name of the Last/Present Organization..... (Please tick)

Govt. (Central/State)	PSU	Auto. Bodies	Private	Others

8. Correspondence Address :..... (in Block Letters)  
.....
9. Contact Phone & Fax No. :.....  
E-Mail ID :.....
10. Qualifications (Academic & Professional):

ACS Membership No..... & Date.....

Exam Passed	Year of Passing	Name of Instt./University	Max. Marks	Marks obtained	%age of marks

11. Whether LLB or not: If yes, details of University, year, marks.

12. Post Qualification Experience:

Name & Address of the Employer	Type of employer (PSU/Central/State/Govt./Railway/Private/Others (Pls. Specify))	Post held (Designation)	Pay	Period in Pay		Brief details of work handled (attach separate sheet if necessary)
				Date of appt.	To date	

Present						
Previous						

My total length of post qualification work experience is .....  
years.....months.

13. Details of Computer/ERP proficiency :.....

14. List of Enclosures:

- 1.
- 2.

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Signature of the Candidate

**Verification**

I declare that the information furnished above by me is true to the best of my knowledge and belief and that nothing material has been concealed.

Place: .....

Date:.....

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Signature of the Candidate