

SARASWATY PRESS LIMITED
(A Govt. of West Bengal Enterprise)
An ISO 9001: 2015 Company

Applications are invited for the post of Company Secretary on contract basis. Qualification: Minimum 60% marks in 10th & 12th standard, B.Com (Hons) with 50% marks, passed the final examination from Institute of Company Secretaries of India. Age: Below 30 years as on 01.06.2019. Minimum 2 years post qualification experience as full time Company Secretary in a Limited company. The appointment would be on Contract initially for 1 year. On satisfactory performance, outstanding candidates will be absorbed in the Permanent Roll. The selected candidate will have to handle all Company Secretarial work, Legal and Administration matter. Initial salary (Basic, DA, HRA) is approximately Rs 25,500 per month. In addition, Production incentive, Telephone & Tiffin allowance will be paid. Apply within 08.06.2019 enclosing recent passport size photo, age proof, copies of academic & work experience, last salary drawn. Completed application with all other details should be sent by hand or by post to the Assistant Manager Personnel, Saraswaty Press Ltd., 11, B.T. Road, Belghoria, Kolkata – 700056.