

Greater Calcutta Gas Supply Corporation Ltd.

(A Govt. of West Bengal Enterprise)

12A, Park Street, Kolkata- 700 071

Advertisement No. **289**/GCG/Appt.Comp.Secy./2020

Date: **23.12.2020**

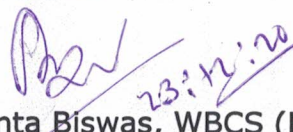
Date of Publication-23.12.2020

Applications are invited from eligible professionals for appointment for a "Company Secretary" on contract basis for twelve (12) months only for some e-filing and other pending secretarial jobs of this office, as per following terms & conditions:

1. Tenure of employment: 12 months from the date of appointment. The competent authority has every right to discharge him/her for his/her un-satisfactory service or as a measure of disciplinary action in any time within/completion of the contract.
2. Monthly remuneration is negotiable.
3. Nature of appointment: full timer but completely temporary and contractual in nature. Appointee will never be given regular appointment in Greater Calcutta Gas Supply Corpn. Ltd. (GCGSCL) in future.
4. Qualification: a graduate from any recognized university and a member of the Institute of Company Secretaries of India.
5. Decision of the selection committee will be final . Submission of mere application is not a promise of appointment in GCGSCL.
6. The authority preserves the right to cancel this notice or selection procedure of Company Secretary at any time, may amend the terms and conditions of employment etc. without showing any reason .

How to apply:

Before submission of application candidate/applicant is cordially requested to read the terms and conditions mentioned above from sl. nos. 1 to 6. Interested applicant /candidate may apply his/her application in plain paper to the Managing Director, Greater Calcutta Gas Supply Corporation Limited, 12A, Park Street, Kolkata- 700 071, containing applicant's biodata, email address , mobile no., desired per month remuneration along with self attested photo copies of all educational qualifications, date of birth, identity proof, experience if any, etc. Application should reach to this office within 06.01.2021 within 5 p.m. by post or online at office email address: info@gcgscil.org.in. After due date no application will be considered.


Prasanta Biswas, WBCS (Exe.)
General Manager, GCGSCL

Memo no. **289(3)**/GCG/Appt.Comp.Secy./2020

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Copy forwarded to:

1. The PS to the Secretary, Industry Commerce and Enterprises , Govt. of WB and Chairman, GCGSCL
2. The Jt. Secretary, Industry Commerce and Enterprises, Govt. of WB, Establishment Section with a request to display this notice to his office notice board for wide publicity.
3. The Regional Director, Institute of Company Secretaries of India, 3A, Ahiripukur 1st Lane, Beckbagan , Ballygunge, Kolkata- 700 019, West Bengal with a request to publish this notice for wide publicity.


Prasanta Biswas, WBCS (Exe.)
General Manager, GCGSCL