

# Greater Calcutta Gas Supply Corporation Limited

(A Govt. of West Bengal Enterprise)

12A, Park Street, Kolkata-700 071

Advertisement no.: 694/GCG/Appt. Comp. Secy./2019

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Applications are invited from eligible and experienced professionals for appointment to the post of “**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**: Twelve (12) months from the date of joining to the said post. 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 shall be negotiable.

3. The post is completely temporary and contractual in nature and the appointee will never be given regular appointment in GCGSCL in future.

4. Eligible candidates having required qualifications and experiences may apply within 3 (three) days from the date of publication of this advertisement to this office for the said post.

5. A graduate degree from the recognized University and must be a member of the Institute of Company Secretaries of India.

6. Candidates having required experience for serving as a Company Secretary in the Private/ Public Limited Company or Public Sector Enterprise (Central/ State) for at least three years.

7. The decision of the Selection Committee will be final. Submission of mere application is not a matter to give appointment in GCGSCL.

## **How To Apply:-**

Applicant may deposit application in plain paper, containing applicant’s details along-with self-attested photocopies of all educational qualifications, date of Birth, experience certificate from the employer etc. in the office of the Greater Calcutta Gas Supply Corporation Limited, 12A, Mother Teresa Sarani (Park Street), Kolkata 700071 addressing to the Managing Director, Greater Calcutta Gas Supply Corporation Limited within seven (7) working days from the date of publication of this notice. Applications received after due date will completely be rejected without any notice.

General Manager  
GCGSC Ltd.