



KOLKATA METRO RAIL CORPORATION LIMITED

HRBC House (4th & 5th floor)
Munshi Premchand Sarani
Kolkata-700021

KOLKATA METRO RAIL CORPORATION LIMITED (KMRCL), a Joint Venture between Government of India and Government of West Bengal formed to implement the East West Metro Corridor project at Kolkata, invites application from eligible candidates for recruitment to the posts of **Company Secretary** as per the following terms and conditions:

Educational Qualification

Fellow/Associate member of the Institute of Company Secretaries of India.

Other Qualification and experience:

Candidates having LLB/LLM would be given preference.

Minimum post-qualification experience in relevant fields required is 10 years in organizations of repute. Experience of working in government companies is desirable but not essential.

Age Limit

Up to 40 years as on August 30, 2008 relaxable by 5 years in case of Scheduled Caste/Tribe/Ex-Service personnel and Departmental candidates.

Pay Scale offered:

Rs.14300-18300/- plus allowances as per existing rules. (May be revised after implementation of the recommendations of the Pay Commission.)

Facilities attached with the post

The post carry the benefits of House Rent Allowance, Gratuity, Contributory Provident Fund, Reimbursement of Telephone bills, Medical Expenses, Leave Travel Concession etc. for self and family as per rules of this Corporation. The incumbent will be provided with staff car.

Procedure for application

1. Application furnishing a comprehensive bio-data including name, father's name, date of birth, postal address, details of qualification and experience (covering organization, position held with areas of responsibility and emoluments drawn) supported by attested copies of documents along with two copies of passport size photograph and a non-refundable bank draft of Rs.100/- (Rupees One Hundred) only in favour of "Kolkata Metro Rail Corporation Limited" in a sealed envelope superscribed with "**Application for the post of Company Secretary**" should reach the Managing Director, Kolkata Metro Rail Corporation Limited, HRBC House, Munshi Premchand Sarani, 4th Floor, Kolkata 700 021 by 22.9.2008.
2. Persons employed in Government Department/Public Sector Undertakings shall apply through proper channel and shall produce a "No Objection Certificate" from their employers at the time of interview. Outstation candidates called for interview may be paid maximum amount equivalent to and from AC 2-tier railway fare subject to production of air/rail/bus tickets.

Applications received late/incomplete and/or without the bank draft will not be entertained.

Contact Name & Tel. No.
Shri Ashish Kumar Thakur, IAS
General Manager (Administration), KMRCL
(M) 9830501124, (o) 033 2213 4342

By Order of the
Managing Director
KMRC