



THE ELECTRO-MEDICAL & ALLIED INDUSTRIES LTD.

(A GOVERNMENT OF WEST BENGAL ENTERPRISE)

- : Works & Head Office :-

4/2, B. T. Road, Kolkata - 700 056

Tel : 8961567607 / 9836128440 / 8337072255

No. EMAIL/101/2023/H.O.-2160

Date: 01 .08.2023

Notice

The Electro Medical & Allied Industries Ltd. (EMAIL) invites application from eligible candidates for immediate engagement as Company Secretary of the Company initially for 1 (one) year through Interview. The criteria of which is given below:

Qualifications:

1. A degree from a recognized University with Associate/Fellow Membership of Institute of Company Secretaries of India.

Experience: Minimum 3 years in a Public/Private Company

Age: Should not exceed 60 years as on 01.01.2023

Consolidated Remuneration: Rs. 60,000/-

Terms and Conditions:

1. The Competent authorities reserve the right to withdraw the selection process and also the right to reject any or all applications received without assigning any reasons or giving Notice etc.
2. This Contractual engagement is Whole time and Private practice of any kind is prohibited.
3. Candidate should not have been convicted by any court of law.
4. If any declaration given or any information given by the candidates proved to be false or if the candidate is found to have willfully suppressed any material information he/she shall be liable to be removed from service and such action to be taken as the competent authority may deemed fit.
5. Candidate should be physically and mentally fit in all respects.
6. Candidates shall be liable for termination from contractual service in the event of unsatisfactory performance.
7. Decision of the competent authority regarding selection of candidates will be final and no representation will be entertained in this regard.

Intending Candidates should send their current Curriculum Vitae attached with a current photograph (attested) along with self attested photocopies of qualifications, proof of work, date of birth, last pay slip and Aadhar card at wbmsscruitment@gmail.com from **02.08.2023 to 11.08.2023**. Originals documents will be verified at the time of Walk-in-Interview with the above mentioned photocopies.

(Mahua Banerjee, IAS)
Managing Director, EMAIL
& Senior Special Secretary to the Govt. of W.B
H&FW Department