

WEBFIL Limited is a multidivisional Manufacturing and Service providing company in India and Group company of Andrew Yule & Company Limited (a Public Sector Enterprise) is looking for committed, promising and result oriented candidate for the position of **Company Secretary** with minimum 2-3 years post qualification experience.

The major businesses of the company are -

- a) Manufacturing of a range of high end Telecom & Signalling Equipment.
- b) Manufacturing of Tungsten Filaments for incandescent Lamps and cathodes for fluorescent/ compact fluorescent Tubes.
- c) Execution of Turnkey Projects for Telecom Network.
- d) System Integration of IT & ITES.

Eligibility:

Should be an Associate Member of the Institute of Company Secretaries of India.

Age

30 to 32 years preferably

Location:

Kolkata

Job Description:

- a) To ensure compliance of Companies Act, 2013 along with relevant Rules.
- b) Convening Board Meeting, General Meeting including preparation of agenda and minutes.
- c) Maintaining statutory registers, preparation of Director's Report etc.
- d) Filing of returns with the registrar of Companies under various applicable sections of Companies Act, 2013.
- e) Candidates having Accounting knowledge & ready to take assignments related to accounts & finance will be preferred.

Salary :

The present salary would be **Rs. 34,606/-** (Thirty four thousand six hundred six) only per month and the Present CTC would be approximately **Rs. 5.31 lakhs** (Rupees Five lakhs thirty one thousand) per annum.

Other conditions:

- i) While applying the candidates should apply only in the format enclosed. Application received in any other format will be rejected. Photo copy of relevant supporting document should not be enclosed with application.
- ii) The candidates meeting the eligibility criteria need only apply. The candidates will be required to produce the original documents in support of qualification, experience and age at the time of interview. Mere submission of application or fulfilling the eligibility criteria does not confer any right on the individual for selection or short listing for the purpose of interview.
- iii) The candidates working with Govt. Departments, statutory corporations, Public Sector Enterprises should apply strictly through proper channel and enclose a No Objection Certificate while sending the Application. The No Objection Certificate may also be produced during the interview, if not enclosed with the Application. Candidates unable to produce no objection certificate at the time of interview will not be allowed to appear in the interview.
- iv) Submission of wrong / incorrect/ false information about age, qualification and experience will call for summarily rejection of the application.
- v) Canvassing in any form will be treated as a disqualification.
- vi) The Company will have no responsibility in regard to postal delay and no request will be entertained for change in the date of interview. Application received after the due date will be rejected.
- vii) Selection of candidates will be through interview/any other pedagogy.
- viii) Experience, age relaxation and higher salary may be considered for deserving candidates.
- ix) The company reserves the right to reject all or any of the applications received without assigning any reason thereof.
- x) The Company reserves the right to relax (enhance) the maximum age limit for outstanding candidates depending on the need.
- xi) No TA /DA will be paid for attending the interview.

Interested candidates may apply to General Manager, M/s. WEBFIL Limited at 8, Dr. Rajendra Prasad Sarani, Kolkata-700001 furnishing the details in a sealed envelope. Kindly mention the post applied for in the envelop. The last date of receipt of application is September 27, 2018 by 5 pm.

WEBFIL LIMITED

"YULE HOUSE"

8, DR. RAJENDRA PRASAD SARANI,
KOLKATA-700001

APPLICATION FOR EMPLOYMENT

(All answer must be given in words and not by dashes and dots. No column should be left blank.)

POST APPLIED FOR _____

1. Name in full _____

(Capital letters- Surname first) _____

2. Father's /Husband's Name _____

And occupation _____

3. Permanent Address _____

Phone No _____

4. Present Address _____

Phone No _____

Mobile No _____ E-mail id _____

5. Employment Exchange Registration No. (If any) _____

PHOTOGRAPH

6. Personal Details

Place of Birth	Date of Birth	Religion	Are you a member of Schedule Caste/tribe/OBC			Nationality	State	Marital Status			Dependents	
											No.	Relationship
								S	W	M		

7. EDUCATIONAL QUALIFICATIONS

From	To	School, College, University	Qualification	Class/% & Distinctions	Subjects

8. PROFESSIONAL QUALIFICATIONS

From	To	Qualification obtained & any Special Achievement	Year	Name of Institute

9. PRACTICAL TRAINING/ SPECIALISED COURSES

From	To	Particulars of Training	Name of Organization	Qualification of Course

10. DETAILS OF EXPERIENCE (STARTING WITH LAST OR PRESENT APPOINTMENT)

Period	Name & Address of the Employer and Name of Business	Designation	Salary p.a.	Reason for Leaving

11. Have you any relation employed in the Yule Group of Companies? If so, please give Names and state relationship. _____

12. What language can you speak read and write:

Speak	Read	Write

13. Have you any physical handicap? If so, Please give particulars. _____

14. Have you ever had any serious illness, Operations or accident? If so, please give particulars _____

15. If the position applied for is not available, What other work (if any) would you choose? _____

16. Have you ever been a candidate for any post advertised by ANDREW YULE GROUP OF COMPANIES during the last two years? If yes, give particulars required below:

Post applied for	Date of applying	Date of Interview	Company's reference No. If any

17. Are you a Government Servant or an employee Of Quasi-government or of a Public sector Undertaking? _____

18. Whether you have been involved in any Court case/disciplinary proceedings/Vigilances Cases during the course of your employment? _____

19. If yes, please state the nature of charge and final Decision of the Court case/departamental Proceedings _____

20. Have you ever been dismissed, removed or Compulsorily retired from services? If yes, give Details _____

21. Do you have any interest, financial or otherwise In any business? please give details _____

22. What is the lowest initial pay would you accept? _____

23. If, appointed what notice would you require before Joining the post? _____

24. Give particulars of two persons (not relatives) to whom reference may be made, if necessary, regarding your ability and integrity :

1. Name _____ 2. Name _____

Occupation/Position _____ Occupation/Position _____

Address _____ Address _____

I hereby declare that the entries in this form (additional particulars, if any) furnished by me are true to the best of my knowledge and belief. I understand that any material misrepresentation or omission made renders me liable to termination or dismissal.

Date _____

(Signature of the Candidate)