



PUNJAB SMALL INDUSTRIES AND EXPORT CORPORATION LTD.

(A State Government Undertaking)

Regd. Office 18, Himalaya Marg, Udyog Bhawan, Sector 17-A, Chandigarh

Phones:- 0172-2702301-05, Website: www.psiec.punjab.gov.in

PSIEC Ltd. (A State Govt. Undertaking) invites applications for an experienced and competent Company Secretary at consolidated monthly remuneration of Rs. 60,000/- per month (all inclusive) on contract basis for a period of one year which can be extended further subject to the requirements and performance during the period.

For further details regarding Qualifications, Experience and Other Terms and Conditions, please visit our website www.psiec.punjab.gov.in.

Candidate(s) fulfilling the eligibility criteria should send / submit their detailed resume with two latest photographs and copies of mark sheets & experience certificates through e-mail to info-psiec@punjab.gov.in and ~~by~~ through post to Managing Director / PSIEC, Udyog Bhawan, 18, Himalaya Marg, Sector 17-A, Chandigarh upto 27.01.2023 till 4:00 pm.

Sd/-

Managing Director

**ELIGIBILITY CRITERIA AND TERMS & CONDITIONS TO
ENGAGE COMPANY SECRETARY ON CONTRACT BASIS**

The eligibility criteria to engage the Company Secretary on contract basis is given here under:-

| S. No. | Name of Post | No. of Post | Age | Emolument | Qualification | Experience |
|--------|-------------------|-------------|-------------|--|---|---|
| 1. | Company Secretary | 1 | 18-37 years | Rs. 60,000/- per month (all inclusive) | Member of Institute of Company Secretaries of India with Seven Years Experience. Should have passed Punjabi upto 10 th OR equivalent. | Should have worked on the post of Company Secretary for atleast 7 years |

The terms and conditions for hiring the Company Secretary on contract basis is given here under:-

1. The engagement shall be purely on contract basis with consolidated professional remuneration as mentioned above payable at Chandigarh. The engagement shall be for the period of one year which may be further renewed on mutually decided terms / conditions / period.
2. The appointment shall be subject to verification of medical fitness from the Competent Authority within two months from the date of appointment.

3. The candidate will be posted at Chandigarh or any other place within or out of the State of Punjab if required in administrative interest.
4. Candidate will be required to undertake touring as and when required with the prior approval of the Competent authority for which he will be paid TA / DA as per TA rules of the Corporation.
5. During tenure of contractual engagement, if PSIEC is put to any loss due to negligence or non performance of candidate, he shall have to make good the loss so caused, after following due process of law.
6. Candidate shall not be entitled to any earned leave during the contractual engagement except casual leave up to max. Of 10 days in the year.
7. Candidate services can be terminated with one month's notice or immediately without notice with remittance of one month' pay in lieu thereof without assigning any reason of Competent Authority. If candidate wished to terminate the engagement with PSIEC, he shall have to give one month's notice or remittance of one month's remuneration in lieu thereof.
8. Candidate shall be required to perform all duties and responsibilities assigned as per directions of higher authority.
9. No TA / DA will be paid to candidate for undertaking journey to join the duty.
10. The officer / official shall have to submit a declaration that neither he has been charged / convicted from any Hon'ble Court nor dismissed / removed / compulsory retired by way of punishment from the service of any Public Undertaking or Govt. Department nor he has been declared insolvent by any Court.