



Jammu & Kashmir Trade Promotion Organization

(An organization of Government of Jammu & Kashmir)

Industries & Commerce Department

6th Floor, JLN, Udyog Bhawan, Rail Head, Jammu – 180015.

No. JKTPO/CM/160/03

Dated: 07.04.2021

Dy. Director,
Information Department,
J&K Government,
Jammu.

Sub: Publication of Advertisement for Hiring of Company Secretary.

Sir,

Enclosed please find advertisement for hiring of professional services of Company Secretary, dated 07.04.2021 which may please be got published in the major News papers of J&K in their issue in a minimum possible space within two days positively.

The bill of charges may be sent along with relevant press cutting to this office for release of payment.

Thanking you.

Yours faithfully,


General Manager

JKTPO

07.4.21



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Advertisement Notice No: - 01 of 2021 Dated: 07-04-2021

HIRING THE PROFESSIONAL SERVICES OF PRACTISING COMPANY SECRETARY

The Jammu & Kashmir Trade Promotion Organisation is intending to hire the services of practising Company Secretary/Firms for the Organization on contractual basis. The interested firms shall submit their resume supported with allied documents related to the field. The concerned need to submit the soft copies of relevant documents to the official e-mail contactiktpo@gmail.com along with submission of self-attested copies of the document to the office of Managing Director, JKTPO, 6th Floor, JLN, Udyog Bhawan, Rail Head Complex, Jammu-180012 within a period of ten (10) days from the date of publication of this notice.

ELIGIBILITY

1. The candidate should be a member of Institute of Company Secretaries of India.
2. The candidate should have excellent writing skills, oral communications, Inter-personal skills, ability, initiatives & commitment to quality system.
3. The candidate should have minimum secretarial experience of at least two (03) years and should be fully acquainted with Rules to having experiences of working in reputed companies or Financial Institutions.
4. The age of candidate should not exceed "60" years as on 01.01.2021.

DURATION OF CONTRACT

The duration of the contract shall remain in-force for a period of six months in the first instance which can be extended upto one year depending upon the performance and conduct of the selected firms/practising CS. The contract can be terminated from either side with a prior notice of one month.

JOB PROFILE

The Company Secretary shall have to carry out the matters related to the:-


- Organization secretarial assignments such as Report writing, preparation of Annual reports, Directors report preparation etc.
- Compliance of various statutory, regulatory and other reporting.
- Drafting notes of meeting Agendas, Drafting Minutes of meetings & all other documents.
- Organizing Board of Directors Meetings, AGM's. Keeping the Board Members updated about their legal responsibilities, Corporate Governance.
- Safe custody of the Organization seal, Directors DSC's, DIN No's.
- Representation of the Organization in the legal and services matter.
- Attending various meetings of the Organization with Board of Directors.
- Authenticate the proceedings of meetings and other documents.

NOTE: -

The interested Firms are advised not to furnish any particulars or information, which cannot be supported by documentary evidence while submitting their offers.

JKTPO has every right to modify / cancel the above notification at any stage without assigning any reason thereof.

Sd/-
Managing Director
J&K Trade Promotion Organisation


General Manager
JKTPO
09.4.2021