

BIHAR POLICE BUILDINGS CONSTRUCTIONS CORPORATION

(Govt. of Bihar Undertaking)

Near B.S.A.P-5 Campus, Kautilya nagar, Patna-14

Phone No.-2223727, Fax-2224529

web site: www.bpbcc.co.in

Email: biharpolice_nigam@yahoo.co.in

Notice for Appointment of Whole time Company Secretary

The BIHAR POLICE BUILDINGS CONSTRUCTIONS CORPORATION PRIVATE LIMITED (A Government of Bihar Undertaking), invites applications for the post of whole time **Company Secretary** on contractual basis for a period of Two(2) years, which may be extended further after assessment of performance.

Pre-requisites & other conditions

- **Name of Post** : Company Secretary
- **No. of Posts** : One
- **Location** : Registered Office of BPBCC at Patna.
- **Qualification** : Associate Membership of the Institute of Company Secretaries of India.
- **Remuneration** : As per Govt. order, Memo No. 93 dt. 03.07.2019. (can be downloaded from www.bpbcc.co.in)

- **Upper Age limit:** 45 years.

• **Procedure to apply :**

Eligible candidates have to send duly filled Application in attached format (can be downloaded along with details of selection process from www.bpbcc.co.in) with copies of testimonials in support of age, qualifications, experience etc. to The Chairman cum Managing Director, Bihar Police Buildings Constructions Corporation Private Limited, Near B.S.A.P.-5 Campus Kautilya Nagar, Patna-800014, Bihar, by post or e-mail- biharpolice_nigam@yahoo.co.in, so as to reach on or before **05.01.2022**. Applications received after due date (for whatsoever reason) shall not be entertained. Shortlisted candidates shall be called for interview on **20.01.2022**. Information for interview shall be given on email/mobile number, provided by the candidate. Selection shall be made on the basis of merit and interview.

NO T.A./D.A. shall be paid to attend interview.

sd/-

Secretary

140 3866 6917

ज्ञापांक.....

प्रतिलिपि- श्री जितेन्द्र गिरी, वरीय निजी सहायक को निगम के वेबसाईट पर अपलोड करने हेतु प्रेषित।

दिनांक 15/12/21

सहिव

BIHAR POLICE BUILDINGS CONSTRUCTIONS CORPORATION PVT. LTD

APPLICATION FORM

Appointment for the Post of Company Secretary On Contract Basis

1. Name in full (In CAPITAL LETTERS)

[illegible]

Please affix your
recognizable recent
Passport Size Color
photograph here

2. Father's Name in full (In CAPITAL LETTERS)

[illegible]

3. Gender:-

4. Marital Status:-.....

5. Date of Birth:-

DD	MM	YY

6. Age as on 31.12.2021-

YY	MM	DD

7. Nationality:-.....

- 8. Languages Known and Spoken:-**

LANGUAGES	READ		WRITE		SPEAK	
	YES	NO	YES	NO	YES	NO
Hindi						
English						

9. Address for Correspondence: (IN CAPITAL LETTERS)

[illegible]

10. A. Contact Details:-

[illegible]

- B. Mobile No.

[illegible]

11. Educational Qualifications & Academic Contribution:- (Attach Self Attested Copies)

Sr. No.	Name of the Exam	Name of the Institute/University	Year of Passing	% of Marks	Division / Grade
1	Graduation				
2	Post Graduation				
3	Membership of the Institute of the Company Secretaries of India.	Member Ship No.			
4	Other Professional Qualifications.				

12. Work Experience (if any) as Company Secretary and details of positions held in other Organizations/Companies. (starting with Present Employer):-

Sr. No.	Name of the Organization/Company	Designation / Position Held	Nature of job Responsibilities	Monthly Gross Emolument (Excluding Perquisites)	Employment Period	
					From	To
1.						
2.						
3.						
4.						
5.						

NOTE:- Attach separate sheet of the above format. If required & submit with signature of Applicant.

13. Work Responsibilities in Current Assignment (if any):-

a. Full Office Address of present Organization/Company :-

b. Present Designation :- _____

DECLARATION

- i) I declare that to the best of my knowledge all the above information and particulars are correct. However, if it is found by BPBCC that, any information provided by me is incorrect/false/misleading then:
 - a) I will stand disqualified at any stage during the process of selection by BPBCC
 - b) I shall be liable for termination at any stage thereafter in employment on contractual basis by BPBCC, if appointed.
- ii) I undertake to abide by all the terms, conditions & any methodology of selection to be adopted by the BPBCC.
- iii) I have not been charged/convicted from any Hon'ble Court, not dismissed /removed /compulsory retired by way of punishment from the service of any Public Undertaking/Private Sector or from Govt. Department or has not been declared insolvent by any court.
- iv) I have gone through the advertisement and the conditions mentioned therein and fulfill the conditions/requirements specified therein.
- v) I hereby accept and confirm the undertaking.

Place: _____

Signature: - _____

Date: _____

Full Name:- _____