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**PUNJAB STATE CONTAINER & WAREHOUSING CORPORATION LIMITED**  
**A GOVERNMENT OF PUNJAB UNDERTAKING | CIN- U63023CH1995SGC016299**  
**SCO 127-128/1, SECTOR 17-C, CHANDIGARH – 160017**  
**Tel.: 0172-5197882, 4668545 | [www.pswc.in](http://www.pswc.in)**  
**Email: punjabconware@yahoo.com**

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**PUBLIC APPOINTMENT**

**NOTICE**

Applications are invited by Punjab State Container and Warehousing Corporation Ltd. (CONWARE) for filling up 01 (one) post of **Company Secretary** on contract basis initially for a period of 02 (Two) years. The detailed criteria, qualifications and other details for filling up of this post and Application Forms can be downloaded from PSWC website [www.pswc.in](http://www.pswc.in) (under the head 'What's New' available at Home Page). Duly completed forms may be submitted by the closing date of **18/03/2024** addressed to Managing Director, CONWARE, Chandigarh by email at [punjabconware@yahoo.com](mailto:punjabconware@yahoo.com) or by post/hand at above mentioned address.

In case of further announcements, if any, the website ([www.pswc.in](http://www.pswc.in)) may be continued to be referred.

**Managing Director**



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**NOTICE**

Applications are invited by Punjab State Container and Warehousing Corporation Ltd. (CONWARE – A State Government Undertaking) for filling up following post on purely contract basis initially for a period of **02 (Two) years** which may be renewed depending upon the performance of appointee and requirements of CONWARE:

<b>Sr. No.</b>	<b>Name of Post</b>	<b>No. of posts</b>	<b>Age</b>	<b>Qualification</b>	<b>Experience</b>	<b>Fixed Emoluments (per month)</b>
1.	Company Secretary	1	25 to 37 years as on 01.01.2024	Graduate from any stream from any recognized University and Degree of Company Secretary from the Institute of Company Secretaries of India (ICSI), New Delhi holding valid membership of ICSI.  Proficiency in computers is essential.	Post qualification experience of atleast 02 (Two) years as a Practicing Company Secretary or as a Whole Time Company Secretary in any Central or State Govt. Undertaking or reputed private organization having paid up share capital of atleast Rs. 20 crores.  Should be able to conduct the Statutory meetings of a Company and handle all matters relating to Company Law/ Rules and other statutory requirements/compliances independently.	Upto Rs.50,000/- (All Inclusive)

The applicants applying for above post, should have passed Matriculation examination with Punjabi as one of the compulsory or elective subject or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time. The selected candidate would be placed at the Registered Office of CONWARE at Chandigarh.

Closing date for receipt of Complete Applications is **18/03/2024** (upto 5.00 P.M.) by email at [punjabconware@yahoo.com](mailto:punjabconware@yahoo.com) or by post/hand at above mentioned address. Applications, if received, after the closing date shall not be considered.

Duly completed forms may be submitted by applicants willing to join immediately by the closing date addressed to the Managing Director, CONWARE, Chandigarh by email at [punjabconware@yahoo.com](mailto:punjabconware@yahoo.com) or by post/hand at above mentioned postal address mentioning '**Public Appointment of Company Secretary (on Contract)**' as subject line.

**Selection Process:** The shortlisted candidates shall be informed for appearing for interviews. The selection process would be by giving due weightage to minimum prescribed qualifications, additional qualifications (if any), relevant work experience and personal interview/s.

The Corporation reserves the right to cancel the recruitment/selection process without assigning any reason/s thereof.

**Managing Director**



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**APPLICATION PROFORMA**

**Post Applied for: COMPANY SECRETARY (ON CONTRACT)**

1. Full Name of Applicant:
2. Father's/Husband's Name:
3. (a) Permanent Residential Address:  
  
(b) Mailing Address and Contact No.:
- (c) Email Id.:

Photograph
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4. Educational Qualifications (From Matric Onwards):
  
  
  
  
  
  
  
  
  
  
5. Date of Birth (dd/mm/yyyy):
6. Age as on 01.01.2024 \_\_\_\_\_
7. Experience:

S. No.	Post Held	Organization	From	To



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8. Documents to be submitted (All self-attested):
- i. Age proof Certificate along-with Valid Identity Proof (Aadhar Id and PAN)
  - ii. Photocopies of Educational Qualifications (From Matric Onwards)
  - iii. Photocopies of Degree Certificate of Company Secretary granted by ICSI with membership details.
  - iv. Photocopies of Experience certificate/s issued by the Competent Authority of the Organization/s served.
  - v. Two references (with contact details)

( \_\_\_\_\_ )  
**Signature of Applicant**

**Verification:**

I \_\_\_\_\_, hereby declare that all particulars given above here are true to the best of my knowledge & belief and, if any, information is found to be incorrect/concealed/fabricated, my candidature shall be liable for rejection immediately apart from being liable for criminal proceedings.

**Place:**

**Date:**

( \_\_\_\_\_ )  
**Signature of Applicant**