



BALAGARH PORT INFRASTRUCTURE DEVELOPMENT LIMITED
A Joint Venture Between Kolkata Port Accretion Limited and Inland Waterways Authority of India

15 Strand Road, Kolkata, West Bengal, India - 700001

CIN: U42101WB2025GOI284208

Email ID: bpidl@smporkolkata.shipping.gov.in

Contact No. 033-7100 3323

No: BPIDL/CS/26-27/14

Dated: 12/05/2026

ENGAGEMENT OF WHOLE-TIME COMPANY SECRETARY ON CONTRACT

Syama Prasad Mookerjee Port, Kolkata, Inland Waterways Authority of India (IWAI) and Kolkata Port Accretion Limited (KPAL) has entered into an agreement in relation to the development of extended port gate system at Balagarh, West Bengal through creation of SPV "Balagarh Port Infrastructure Development Limited (BPIDL)" for which Company Secretary is required on a full-time basis.

BPIDL wishes to engage one Whole-time Company Secretary on Contractual basis.

Eligibility for engagement as Whole-time Company Secretary:

The incumbent should be an Associate Member of the Institute of Company Secretaries of India (ICSI) with **at least 3 years** of post-qualification experience of working as a Company Secretary/ working in the Secretarial Department, **of a reputed organization having paid up share capital of ₹10 crores or more**. The training period experience as mandated by the ICSI for being an Associate Member will not be counted in the above experience required for the stated position. She/he should be preferably **within 40 years** of age.

Candidates having passed final examination of Institute of Chartered Accountants of India/ Institute of Cost Accountants of India/ qualified as LLB in addition to the above shall be considered as desired qualification.

Working Hours:

The Incumbent would be required to report to the Director of the Board and would be required to work full time on all working days and would be entitled to weekly off day on Sunday. For work on Weekly off day / National holiday in exigency, the incumbent will be granted a Compensatory Day of rest as convenient to the Management in lieu thereof and will not be entitled to any other compensation, monetary or otherwise for the same.

The Job:

Company Secretary will be responsible for Company Secretary Matters and report to the Director of the Board. The functions include:

- To handle Board, Committee and General Meetings and implement the decisions taken by the Board / Committee members.
- To ensure compliance with the requirement prescribed under the Companies Act, 2013, DPE Guidelines, guidelines on Corporate Governance and other Corporate Laws applicable to the Company like SEBI Act, Competition Act, FEMA, Consumer Protection Act etc. and any other applicable Rules / Guidelines.



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- Issue of Bonds / Shares and Liaison with register of Companies.
- To ensure proper control, review and feedback, analyze various business proposals / deals including acquisition, mergers, take over, joint ventures in the legal context. Participate in drafting of Agreements at National / Global level and ensuring all related compliances including legal due diligence.
- To provide legal input and advice on implementation of various policies and rules etc.
- To advise management appropriately on legal Agreements and Contracts, whenever required by coordinating and maintaining good relations with various internal and external bodies including Statutory Authorities, Government Agencies etc.
- Supervise the process of managing activities related to any legal disputes against the Company.
- In addition to the normal duties assigned to you as Company Secretary, you may also be called upon from time to time to do any other work of this Company. No extra remuneration will be paid in regard to such work.
- Failure to exercise due diligence in performance of the duty of Company Secretary shall be constituted as professional or other misconduct and intervention of ICSI may be resorted to.

Mode of Application

Applications are to be made as per the following format, and should be submitted online through mail to the official mail address at bpidl@smporkolkata.shipping.gov.in with the subject “**Application for contractual engagement of whole time Company Secretary in BPIDL**”.

No application shall be entertained under any circumstances after the stipulated date. Incomplete applications are liable to be rejected. The Company reserves the right to short list candidates for interview.

Self-attested copies of the following documents should be enclosed with the application:

- i) Age proof certificate,
- ii) Educational and Professional qualification certificates,
- iii) Working experience certificate,
- iv) Recent Passport size photograph should be affixed on the application.

Candidates are required to bring originals of the above testimonials at the time of interview along with the application in the prescribed format.



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FORMAT FOR APPLICATION

(Note: Any column left blank will make the application incomplete and liable for rejection).

Please affix
recent passport
size photograph

1. Name (in full)
2. Father's /
Husband's name
3. Date of birth
4. Permanent
address
5. Address for
communication
6. Nationality
7. Religion
8. Marital status
9. Telephone No.
10. Mobile No.
11. e-mail address



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12. Educational / Professional Qualifications :

Educational / Professional Qualification possessed	Qualification	Name of Institution	Year of passing

13. Positions held during the preceding 3 years:

Sl. No.	Designation	Organization	From	To	Monthly Emoluments (Rs.)

DECLARATION

I hereby declare that all the statements made in this application form are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements, my candidature / appointment is liable to be cancelled / terminated.

Date:

Place:

Signature of the Applicant



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TERMS & CONDITIONS

- i) The engagement will be for a period of 3 years and on expiry of the said period, the contractual engagement will be automatically terminated. However, on expiry of the contract, the company reserves the right to enter into a fresh contract for such period and on such terms as may be mutually agreed upon by the parties.
- ii) The selected candidate will be paid a fixed consolidated remuneration of Rs. 1,00,000/- per month subject to statutory deduction as applicable from time to time.
- iii) The office of the selected candidate will normally be at the Registered Office of the Company at 15 Strand Road, Kolkata-700001. However, the candidate may be required to work at any place / office within the jurisdiction of the Company.
- iv) The candidate will normally be required to work 6 days in a week. For work on weekly off day/ declared National holiday in exigency, he/she will be granted a compensatory day off/ rest, conveniently in lieu thereof and for this, no other compensation, monetary and otherwise would be granted.
- v) The selected candidate will be prohibited from using or sharing information, not publicly disclosed, which he / she may obtain during the course of work for BPIDL, for his / her personal gain or advantage, or for the personal gain or advantage of anyone with whom he/ she improperly shares such information. This restriction applies to such information related to any company, not just BPIDL and its clients and their affiliates. During the engagement, the selected candidate will not store, possess, use or disclose confidential / personal / sensitive information or data (including those from any of his / her previous employment(s) with other organizations) in an unauthorized manner. In case the incumbent fails to abide by this condition, appropriate legal and police action will be initiated against the incumbent, holding him / her responsible for the costs and consequences thereof.
- vi) The selected candidate will not, during the engagement with BPIDL divulge to anyone any information, secret, accounts or dealings relating to BPIDL's business, its affairs or its clients, service providers, sub-contractors or vendors, other than to the authorized BPIDL officials.
- vii) On discontinuation of engagement, the selected candidate will return to BPIDL, all papers and documents and all other property pertaining to BPIDL or affairs of BPIDL or its client or any of its associates or branches, which may be in his / her possession, and will not retain any copy or extract there from.
- viii) In case of any breach of confidentiality caused by the selected candidate, either during or after the termination of engagement with BPIDL, he / she will be personally liable to BPIDL.



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- ix) The selected candidate will not be allowed to continue his/her engagement in any other remunerative occupation during the tenure of the entire contract period. During the continuance of engagement with BPIDL, it is a condition of contractual engagement that the selected candidate will not engage in any other trade, business or occupation, including private practice and consulting, without prior written permission of BPIDL.
- x) BPIDL reserves its right to take appropriate legal action for the following events:
- a) Misconduct
 - b) Breach of instructions
 - c) Failure to safeguard the assets of BPIDL
 - d) Activities which bring BPIDL into disrepute
 - e) Any furnished declaration is false
 - f) The contractual employee is found to have wilfully suppressed any material information
 - g) Criminal conviction by court of law
 - h) Failure to adhere to BPIDL policy, office procedures and related items that may be in force from time to time, or
 - i) Where situations warrant action outside the above.
- xi) The selected candidate, while leaving BPIDL service, will be required to return to BPIDL, all documents, including copies thereof and property including but not limited to corporate mobile phone, before the last working day in order to obtain release. The candidate will also be specifically restrained from keeping copies or extracts of any of the Company's and/or clients' documents with him/her, after release from the services of BPIDL, except with specific written permission from BPIDL. As part of the exit formalities, he/she will have to provide in writing to BPIDL that he/she has not restrained any data/ confidential information relating to BPIDL.
- xii) The selected candidate will be entitled to 15 days of casual leave in a year in proportionate manner commensurate with the period of completed month of service, which may be availed of with prior approval. For any unauthorized absence in excess of 15 days, pro-rata deduction will be made from the consolidated remuneration. Intimation of sickness however, should be conveyed to the Director forthwith.
- xiii) Additionally, Sick Leave to the extent of 10 days within the period of engagement of twelve months (from the date of engagement) due to illness may be allowed without any deduction from the remuneration on the basis of certification from BPIDL, Medical Officer. Maximum 50% of un-availed Sick Leave may be carried forward to the next year, subject to the same being within the tenure of contract period. Intimation of sickness should be reported to the immediate Reporting



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Officer forthwith in writing together with the certificate of illness from a registered medical practitioner, in addition to verbal intimation over phone.

- xiv) Maternity Leave shall be allowed to the contractual female employees.
- xv) The selected candidate will be responsible for the charge and care of Company's money, goods and stores and all other properties that may be entrusted to him and he will be accountable for the same.
- xvi) The selected candidate will be required to sign legal/ financial document, as the case may be, that may be required to be signed in exigencies of work during his/her day-to-day functions. In such a case, it will be the sole responsibility of the selected candidate to get such document approved and counter-signed by the Competent Authority.
- xvii) Without assigning any reason the contractual engagement may be terminated by giving 1 month notice from either side. However, the engagement is terminable on 24 hours' notice for unsatisfactory performance and / or for any act considered to be derogatory / detrimental to the interest of the Company.
- xviii) The condition contained herein are indicative only and can be modified from time to time.

The Company has the right to reject any application / candidature at any stage without assigning any reason and the decision of the Company shall be final. The Company has the right to reject entirely or partially the selection / advertisement at any stage without assigning any reason and the decision of the Company shall be final in this regard. Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Kolkata.