

West Bengal Handicrafts Development Corporation Limited (MANJUSHA)

(A Government of West Bengal Undertaking)
CIN-U17123WB1976SGC030557

Memo. No.: 1135/HDC/EST/2026-27

Dated: 24/09/2026

Applications in the prescribed format are invited from eligible Indian citizens for recruitment to the following post on a purely contractual basis. Candidates are requested to visit <https://www.manjusha.in/notice.php> for full details and application form.

CLOSING DATE & TIME OF APPLICATION: 06.10.2026, 5:30 PM

SL. NO.	POST	QUALIFICATION	AGE	NO. OF VACANCY AND PLACE OF POSTING
1.	Company Secretary <i>(Purely contractual basis)</i>	Essential: Qualified Company Secretary from ICSI & Graduation. Preferred: Post Graduate Degree in Commerce (M.Com) & CA (Inter). Minimum 1 year of post-qualification experience preferable, fresher may also apply.	At least 21Years	01 (MANJUSHA Head Office, Kolkata)

Key Responsibilities

- Ensure compliance with statutory and regulatory requirements, including the Companies Act and board procedures.
- Organize; prepare agendas for, and record minutes of Board, Committee, and Shareholder meetings.
- File statutory returns, forms, and reports with regulatory authorities.
- Advise the Board of Directors on corporate governance best practices and legal obligations.
- Maintain official registers, corporate records, and secretarial documentation.

Qualifications & Requirements:

- **Experience:** Minimum 1year of post-qualification experience preferable, fresher may also apply.
- **Education:** M.com and CA Inter preferred
- **Skills:**
 - Strong working knowledge of the Companies Act and secretarial standards.
 - Practical knowledge of accounting principles.

Tenure, Remuneration & Selection Process

- **Tenure:** Initial engagement is for one (1) year, renewable for up to three (3) additional years subject strictly to satisfactory performance.
- **Remuneration:** A consolidated monthly remuneration of Rs. 43,000/-.
- **Selection Procedure:** Selection will be based on a written examination and/or interview to be held at the Head Office of MANJUSHA, Kolkata. The Corporation reserves the right to adopt alternative selection modes if required.

General Terms & Instructions

1. If at any stage even after issue of a letter of recommendation for appointment, a candidate is found ineligible in terms of the advertisement, his/her candidature will be cancelled without further reference to him/her.
2. Application form not properly filled in or incomplete in any respect may be summarily rejected. If any candidate submits more than one application against same post, the last application received in respect of that candidature would be considered only.
3. Canvassing in any form will disqualify the candidate.
4. All information regarding this recruitment to the above post will be published from time to time in Corporation's website at <https://www.manjusha.in/notice.php>.
5. **SUBMISSION OF APPLICATION:** The complete bio-data and other relevant documents shall have to be uploaded in provided space. Application can be submitted through online only in prescribed format.
 - a) **Online Application:** Click on the link provided in Corporation's website at <https://www.manjusha.in/notice.php> -> fill the Google form -> upload requisite documents -> submit.
 - b) **Closing date for receipt of application:** 06/10/2026 upto 5.30 PM.
6. All the requisite certificates regarding educational qualifications, proof of age, C S membership certificate, other relevant experience, and other requisite documents must be furnished with self-attestation at the time of interview.
7. Selected candidate shall be posted at the Head Office of MANJUSHA in Kolkata.

Amit Datta IAS
Managing Director
WBHDC Ltd. (MANJUSHA)