

Assistant General Manager (Secretarial) - cum - Company Secretary

Punjab Information & Communication Technology Corporation requires the following on **Contract basis** (for detailed qualifications, experience and instructions please refer website):-

Assistant General Manager (Secretarial)-cum-Company Secretary – One

Essential Qualifications: Company Secretary

Essential Experience: Minimum 3 years relevant experience in discharging the key secretarial functions. Should be conversant with all compliances which fall within the preview of Companies Act, 2013 & amendments from time to time.

Salary: Rs. 30,000+EPF+applicable perks

How to apply: Interested candidates may apply online only. No hardcopies of application form will be accepted. Form available on career section of our website www.punjabinfotech.in

Last date for applying is 31.07.2018

PUNJAB INFORMATION & COMMUNICATION TECHNOLOGY CORPORATION LTD.

(A State Government Undertaking)

5th & 6th Floor, Udyog Bhawan, Sector-17, Chandigarh

Tel: +91-172-5256444, 5256449 Fax: +91-172-2702423

www.punjabinfotech.in

e-mail id: contact@punjabinfotech.in