



ब्रह्मपुत्र वैली फर्टिलाइजर कॉरपोरेशन लिमिटेड
नामरूप
Brahmaputra Valley Fertilizer Corporation Limited
Namrup



(A Government of India Undertaking)

CIN U24123AS2002GOI006786

GSTIN : 18AABCB9399R1ZK

ADDENDUM

Ref.No. BVFCL/HR/Rectt./2024/425

Date : 06.03.2024

In continuation to BVFCL earlier notification No. HR/11/2024/02 dated 22.02.2024, 01 No. post for Assistant Manager (CS) or Dy.Manager (CS) and 01No. post for Manager (CS) or Sr.Manager (CS) in the pay scale of Rs. 20,600-3%-46,500/- or Rs.24,900-3%-50,500/- and Rs.29,100-3%-54,500/- or Rs.32,900-3%-58,000/- respectively are added in the existing advertisement. The details are as under :-

S. No.	Post, Level & No. of Vacancy	Scale of Pay(Rs.)	Job requirement	Age limit (Max) as on 01.02.2024	Essential Qualification as on 01.02.2024 (Excluding training period)
01	Assistant Manager (CS) (E-2)/ 01 post UR	Rs.20,600-3%-46,500/- Minimum gross pay Rs. 72,500/- Approx.	The incumbent will be responsible for performing all the jobs relating to Company Secretary as per the Companies Act.	45 Years	Graduate with Membership of Institute of Company Secretaries of India (ICSI) with minimum (05) years for AM(CS) & 08 Years for Dy.Mgr. (CS) & 10 Years for Manager (CS) / 12 years for Sr.Manager (CS) post professional qualification
	Deputy Manager (CS)(E-3)/	Rs.24,900-3%-50,500/- Minimum gross salary Rs.87,500/- approx.	to conduct Board Meetings, Audit Committee meetings, AGMs, Drafting of minutes, Prepare & compile Annual Reports, Director's report other related files & documents, File statutory returns and forms.	48 Years	Executive experience as Company Secretary in a PSU/ large private sector organization with proven in-line knowledge of latest Company Law and corporate governance compliances including Secretarial standards" good grasp of applicable laws to a company so as to report to BoD periodically.
	Manager (CS)(E-4) 01 Post UR	Rs.29,100-3%-54,500/- Minimum gross salary Rs.1,02,500/- - approx.	Director's report other related files & documents, File statutory returns and forms.	50 Years	
	Sr.Manager (CS)(E-5)	Rs.32,900-3%-58,000/- minimum gross pay Rs.1,15,800/- - approx.	Correspondence with Administrative ministry etc.	51years	

Date for Submission of the Online Application Form in the Corporation is extended upto 31.03.2024 by 05:00 PM.

Any corrigendum/addendum/errata in respect of this advertisement shall be displayed only on BVFCL's website i.e. <https://bvfc.com/> under the head "Career", No further press advertisement will be issued in this regard. Hence, prospective applicants are advised to regularly visit BVFCL website for latest updates with regard to this advertisement.

Other terms & conditions are same as mentioned in the BVFCL advt. No. BVFCL/11/2024/02 dated 22.02.2024.


(R.K.Yadav)
Dy.Manager (HR)