



Address:
Haffkine Bio-Pharmaceuticals Corporation Limited
(A Govt. of Maharashtra Undertaking)
Acharya Donde Marg, Parel, Mumbai - 400 012
Tel: - 24129320/21/22/23(B), Fax: - 022-24168578

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Contents to be displayed over website

A UN accredited Govt. of Maharashtra Undertaking Company engaged in the manufacturing of Life saving vaccines, anti-sera and pharmaceutical formulations is on a look for the following post **On Contract** basis for specific period of 11 months for Parel, Mumbai Office.

1. Assistant Company Secretary (On contract basis) for a period of 11 months

No. of Post	01
Qualification	Degree in any discipline with associate member of ICSI Preferably with degree in law and or C.A./I.C.W.A.
Experience	Established practicing Company Secretary/Handling work in capacity of Company Secretary with respect to duties and responsibilities Of Company's Statutory requirements for at least 2 years.
Age	Around 30 years and upto 50 years for contractual employment.
Approx. Cosulated Salary Rs.	Rs. 60,808/- per month

Other Conditions:- Knowledge of Marathi & Computer is essential. Also if in case of large No. of applications received, then depending upon qualification, experience, extra additional qualification candidates will be called for interview on that priority and as per recruitment rules. Incomplete application and without supporting documents will not be considered. Application should be submitted in hard copy by post/by hand along with relevant documents address to "**The Managing Director, Haffkine Bio-Pharmaceutical Corporation Ltd., Acharya Donde Marg, Parel, Mumbai-400012.**" and should reach within 25 days on the above said address from the date of this advertisement. All candidate must give full permanent address, e-mail, recent contact No. Age, Experience etc. on their application along with supporting documents. Those employees working in Govt. and Public Sector Undertaking should apply through proper channel.

Corporation reserve the right to cancel/stop this process at any stage without assigning any reasons there of.
