

**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](http://www.punjabinfotech.in)

Last date for applying is 31.07.2018

**PUNJAB INFORMATION& COMMUNICATION TECHNOLOGY CORPORATION LTD.**  
(A State Government Undertaking)

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