



Trading Corporation of Pakistan (Pvt) Limited

No. TCP(HR)/1-81/2020 (Vol-VII)

22nd January, 2021

JOB OPPORTUNITIES

Trading Corporation of Pakistan (Pvt.) Limited, Karachi invites applications from the interested candidates for appointment as Company Secretary on contract basis given below: -

S. No.	Name of Post	No. of Post	Age Limit	Minimum Qualification/Experience	Domicile	Contract Period/Tenure
1.	Company Secretary Station: Karachi	01	Age: 35 - 45 years	Master's degree in Business Administration or Commerce or a law graduate from a university recognized by the Higher Education Commission with at least twelve (12) years relevant experience; or Member of a recognized body of professional accountants; or Member of a recognized body of Corporate of Chartered Secretaries.	Merit	Contract of 2 years (Extendable with mutual consent).

- The closing date for receiving applications on prescribed form addressed to D.G.M. Incharge (GA & HR) P.O. Box No. 1244, Karachi is 10-02-2021 till 11:00 A.M. All applications must reach on or before prescribed date and time. Incomplete applications and those received after closing date shall not be entertained. Only short listed candidates will be called for written test. Candidates qualifying written test shall be called for interview. No. TA/DA shall be admissible for written test and interview.
- Application Form alongwith information relating to the post, i.e. job description may be downloaded from TCP's web site www.tcp.gov.pk.

(Zafarullah Zangejo)

D.G.M. Incharge (GA & HR)

Trading Corporation of Pakistan (Pvt.) Limited.
Karachi

Phone # (021) 992029947-49

Fax # (021) 99202722, 99202731



Trading Corporation of Pakistan (Pvt.) Limited
Karachi

Picture
Please past your
recent passport
size color
photograph with
gum

APPLICATION FORM

POST APPLIED FOR : _____

Personal Information: Use CAPITAL letters only (Mandatory).

Name in Full: _____

Father's Name: _____

Applicant CNIC#: _____ - _____ - _____

Gender : Male: Female: Date of Birth: - -
D D M M Y Y

Religion: Muslim Non Muslim: In case of Non Muslim specify your Religion. _____

Postal Address: _____

City: _____ District _____

Phone (Res.) _____ (Office) _____ (Mobile) _____

Academic Information: (Do not attach copies of your academic and other certificates/documents at this stage).

Certificate Degree Level	Degree Title	Specialization/Major Subject	Passing Year	Board/University/Institute
Matric/ (10 Years)				
Intermediate/ (12/13 years)				
Bachelor/ (14 years)				
Master Degree (16 years) or equivalent as per minimum qualification of the post				
Higher (if any)				

Professional Qualification:

Certificate/Degree	Marks Obtained	Total Marks	Grade/Division	Board/University/Institute

Employment Record:

Sr.#	Organization/Employer Name	Job Title	Job Duration	
			From	To
1.				
2.				
3.				
4.				
5.				

Total Job relevant Post Qualification Experience as on closing date of application: Days - Moths - Years

Undertaking By the Applicant:

I _____ d/s/w of _____ do hereby solemnly declare and affirm that I have read and understood the instructions and conditions for appearing in the Test, and I have filled-up the application form as per instructions given below. In case of any information contained herein is found at any stage be missing, untrue, false, my candidature can be cancelled at any stage (even after employment, if so revealed later), and I shall be liable to legal action.

Date : _____ Applicant's Signature _____

GENERAL INSTRUCTION/INFORMATION:

- ✓ Please fill the Application Form properly with complete and correct information/answers.
- ✓ Please do not leave any relevant field blank, otherwise your application may not be considered.
- ✓ Incorrect or false information may result in cancellation of your candidature at any stage, even after employment, and also proceeding of a legal action.
- ✓ Attach your recent Passport Size Photograph.
- ✓ By Hand submission of Application Form is not allowed.

Candidate's Signature: _____

JOB DESCRIPTION

Position Title	: Company Secretary
Job Description	<ul style="list-style-type: none">- The Company Secretary shall arrange following meetings, as and when required by the Management/Directors, Shareholders or if required by the Law:<ul style="list-style-type: none">• Board Meeting;• Annual General Meeting ('AGM');• Extra Ordinary General Meeting (EOGM'); and- Executive Committee's Meeting ('ECM')- Shall set the agenda as per directives of the Chairman of the meeting; and organize, preparing agendas for and taking minutes of Board Meetings, Annual General Meetings, Extra Ordinary General Meetings and other relevant meetings;- Shall maintain all statutory books, including registers of members, directors, secretaries and minutes of meetings;- Shall monitor changes in relevant legislation and the regulatory environment and taking appropriate action;- Shall liaison with external regulators including SECP and advisers, such as lawyers and auditors;- Shall develop and overseeing the systems that ensures the company complies with all applicable codes, in addition to its legal and statutory requirements;- Shall be responsible for ensuring that the Board policies are followed, and that all applicable laws, rules and regulations and other relevant statements of best practice are complied with;- Shall attend all meetings of the Board, except law prohibit to attend it, however, he will not be entitled to cast a vote at meetings of the Board;- The Company Secretary shall collect record of the conflict of interest of any Directors, Chief Executives, if any type of conflict of interest and to place that record at appropriate forum, at appropriate time;- Compliance of the corporate laws;- Serving of meeting notice to all the directors/ shareholders/entitled officers, within the provision of Law, Memorandum of Association and Articles of Association;
Core Skills required	<ul style="list-style-type: none">- Excellent communication skills and ability to use sound judgment ability to manage time and workload efficiently, including but not restricted to planning, organizing and prioritizing with proper attention to details.- Experience of working with senior management including BOD- Ability to perform with ERP based system- Ability to manage I.T. based system- Good grasp of financial analysis <hr style="border-top: 1px dashed black;"/>