

**ADVERTISEMENT FOR FILLING UP THE POST OF COMPANY SECRETARY CUM FINANCE CONTROLLER**

Haileyburia Tea Estates Limited, a Tea Plantation company invites applications from eligible candidates for recruitment to the following position:

<b>S.No.</b>	<b>Name of Post</b>	<b>Total Post</b>	<b>Job location</b>
1.	Company Secretary (CS)cum Finance Controller	1	Kochi, Kerala

For the further details, please visit company's website [www.chinnartea.co.in](http://www.chinnartea.co.in)

Eligible applicants can apply by submitting their applications to our email ID [chinnartea@gmail.com](mailto:chinnartea@gmail.com), including CV and certified documents of qualification, experience, etc. Applications must be received within a month from the date of publication of this advertisement. Incomplete and date bar applications will not be considered. Only short-listed candidates will be invited for interview. The Application Form for the post has been attached as Annexure A.

## **Job Description**

### **Responsibilities:**

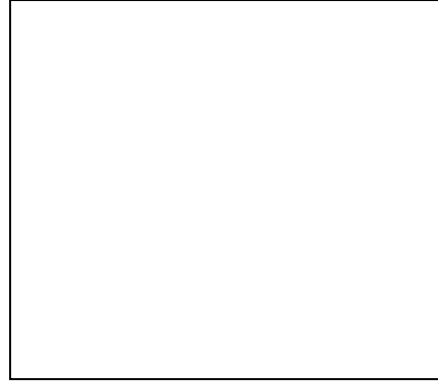
- a. Report to the Board of Directors
- b. Responsible for all accounting & finance operations, company secretarial duties, corporate reporting and tax planning
- c. Prepare annual reports, management accounts, financial analyses, and budgets, etc.
- d. Ensure the compliance with all listing, statutory and legal requirements
- e. Liaise with auditors, bankers and professionals
- f. Perform ad hoc duties assigned

### **Requirements:**

- i. Qualified Company Secretary
- ii. Minimum 5 years' experience required in a listed company
- iii. MUST have working experience in corporate financial reporting and company secretarial at managerial level gained from listed companies. Well versed with listing rules & requirements, and updated knowledge in international accounting & auditing standards
- iv. Self-motivated, diligent, responsible, initiative, open minded and persistent, with good management and communication skills
- v. Good command of both written and spoken English & Malayalam language

## Application Form

To,  
The Board of Directors,  
Haileyburia Tea Estates Limited,  
24/432, Marar Road, Willingdon Island,  
Cochin, Ernakulam, Kerala 682003.



Subject - Regarding appointment of \_\_\_\_\_ Post

Reference - Dated \_\_\_\_\_ advertisement in this Newspaper as well as on the website

Respected Sir/Ma'am,

As per the advertisement, I declare that I hold the necessary academic qualifications for the Post of \_\_\_\_\_ and I submit the details as follows:

1. Full Name: \_\_\_\_\_
2. Full Address (zip code): \_\_\_\_\_  
\_\_\_\_\_
3. Mobile No. \_\_\_\_\_
4. Date of Birth: \_\_\_\_\_ (DD/MM/YY)
5. Gender: Male / Female
6. E-mail Address: \_\_\_\_\_

7. Details of the Educational Qualification held by the Applicant

S.No.	Educational Qualification	Passing Year	Marks	Percentage

8. Employment History in chronological order (Attach separate sheet in following format, if necessary)

Name and Address of employer/Organization	Period of service	Designation of the Post held	Remuneration	Detailed description of work	Reason of leaving each post
	From To				


**9. Professional Trainings/Certifications**

Organization	Details of Training/Certification	Period	
		From	To

**Declaration: I hereby solemnly declare that all the above-mentioned statements are true and correct to the best of my knowledge and belief. Nothing is false or has been concealed/ distorted. If at any time I am found to have concealed / distorted any material/ information, my appointment shall be liable to termination without notice.**

Place: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Name of the Applicant: \_\_\_\_\_