

ASSAM FOOD AND CIVIL SUPPLIES CORPORATION LIMITED

(A Govt. of Assam Undertaking)

4th Floor, Office of the Commissioner of Transport, Assam Paribahan Bhawan,
Jawahar Nagar, Khanapara, Guwahati-22**ADVERTISEMENT FOR ENGAGEMENT OF COMPANY SECRETARY**

AFCSCL invites application for filling up the position of Company Secretary by direct recruitment on contractual basis:

JOB DESCRIPTION	
Post	: Company Secretary
Reporting To	: Managing Director
Term	: One Year on Contractual Basis (extendable from time to time)
Job Profile	: <ol style="list-style-type: none"> 1. Company Law Compliance and other law applicable to the company 2. Compliance of departmental guidelines and order issued by the Govt. of Assam from time to time 3. Legal support to the Company 4. Liaising with various statutory bodies/Court/Tribunal 5. Conduct Board Meetings, General Meetings, Audit Committee Meeting, etc., 6. Prepare various draft agenda notes for the Board/Committees of Directors, Directors Report considering company law aspect, 7. Prepare and issue Notice of Board Meeting, Committee Meeting & Annual General Meeting as per the Companies Act, 8. Draft various resolutions accordance with the provisions of the Companies Act, and rules thereunder, 9. Draft Minutes of Board, Committee, Annual General Meeting, etc., 10. File various statutory forms & returns with Ministry of Corporate Affairs, 11. Maintain and record Statutory Registers as required under the Companies Act & Rules thereunder, 12. Collect disclosures, consents etc. required under the Company Law from Directors and submit before Board, 13. Coordinate with other functions like Finance for smooth operations of the Company, 14. Other day to day secretarial work of the company.
Qualification	: ACS/AFS Membership from Institute of Company Secretaries of India. Bachelor in Law as additional degree is preferable.
Experience	: Post qualification experience of 2 years or more
Monthly Remuneration	: <p>Rs. 40,000.00 p.m. Plus House Rent @ Rs. 8,000.00 (fixed) Plus Fixed telephone/Mobile allowance @ Rs. 1,000.00 p.m. Plus Fixed Medical Allowance @ Rs. 1,000.00 p.m.</p>

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General Information:

1. The educational qualifications should be from a reputed institute/University duly recognized by the Government.
2. Applications in format prescribed on this website along with education/experience certificates should reach online through email **mdafcscl@gmail.com** with a hard copy to the Managing Director, Assam Food and Civil Supplies Corporation Limited, (A Govt. of Assam Undertaking), 4th Floor, Office of The Commissioner of Transport, Assam Paribahan Bhawan, Jawahar Nagar, Khanapara, Guwahati-22 before 5 pm on 03/09/2019.
3. The selected candidates will be communicated through email/notices on our website regarding test/interview to be held. No invitation letters will be issued to the individual candidates. No request for postponement of interview/test will be entertained. Candidates are advised to check our website regularly.
4. No TA/DA will be paid to the candidates for appearing in the interview.
5. Incomplete application or application received after last date will be summarily rejected. Mere fulfillment of eligibility criteria will not confer any right to be called for interview.
6. Canvassing in any form will be treated as disqualification.
7. Candidates already employed in any Government organization/department should apply through proper channel. However they may send an advance copy for information. If they are called for test/interview, they shall have to submit "No Objection Certificate" from the employer, if application is not routed through proper channel.
8. Other terms and conditions and rules and regulations applicable to the selected candidates will be decided by the Competent Authority and shall be binding on all concerned.
9. During the course of employment, the employees may have to travel to places of duty as assigned.
10. AFCSCCL reserves the right to reject any or all the applications without assigning any reasons thereof. Decision of the authorities regarding suitability of candidate will be final. Further, clarification/corrigendum in this regard, if any, will be uploaded only on the department website.
11. Candidate are requested to visit the department website regularly at **www.fcscs.assam.gov.in**.

Sd/-

(Managing Director)

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FORM OF APPLICATION FOR ENGAGEMENT OF COMPANY SECRETARY

To,

The Managing Director,
Assam Food and Civil Supplies Corporation Limited
4th Floor, Office of the Commissioner of Transport,
Assam Paribahan Bhawan, Jawahar Nagar, Khanapara, Guwahati-22

Sub: Application for engagement as Company Secretary in AFCSCCL.

Ref: AFCSCCL Advertisement No. **AFCSCCL.9/2019/3**, Dated: **21/08/2019**

Sir,

In response to your advertisement quoted above on the subject I have the honour to offer myself as a candidate for the same with the particulars furnished in the prescribed form as under:

1. Name in full (Block Letters)
2. Sex (Male/Female)
3. Father's/Husband's Name
4. Present Address
5. E-mail Address
6. Mobile Phone No:
7. Are you a citizen of India? (Yes/No)
8. Educational Qualification:
(Copies of certificates should be enclosed)

Paste
passport
sized
photograph &
sign across

Name of the Exam	University/Board	Subjects	*Percentage	Year of Passing	Regular/ Distance

*In case of CGP, CPI etc. the conversion has to be done in form of percentage only.

9. Other Qualifications, if any
10. Date of Birth (as per HSLC Certificate)
11. Age as on 01.01.2019
12. Present occupation, if any
13. Previous experience, if any
14. Total experience
15. Current salary

NOTE 1: Self attested copies of Testimonials/Certificates relating to age, educational qualification and experience should be enclosed.

NOTE 2: Attach self-attested copies of Address Proof and Identity Proof.

It is solemnly affirmed that the particulars given above are true to the best of my knowledge and belief. I hereby undertake to abide by the term and conditions/rules and regulations as decided by the Competent Authority of Assam Food & Civil Supplies Corporation Limited.

Signature.....

Name.....