



Assam Cancer Care Foundation

V. K Trade Centre, 3rd Floor, Opp Down Town Hospital

G.S Road-Guwahati-781022

(Joint initiative of Govt. of Assam and Tata Trusts)

Positions Available

Advt. No. : 01/04/2022

Dated : 05.04.2022

Assam Cancer Care Foundation (ACCF) invites application for the following positions:

Designation	Min Qualification	Vacancy	Type of Employment	Min Experience	Location	Report To
Team Member- Company Secretary	Company Secretary (CS)	1	Full Time	3-4 yrs post CS	Guwahati	Lead- CS

Roles and Responsibilities:

1. Conduct Board Meetings, General Meetings, Committee Meeting, etc.,
2. Prepare various draft agenda notes for the Board / Committees of Directors, Directors Report considering company law aspect,
3. Prepare and issue Notice of Board Meeting, Committee Meeting & Annual General Meeting as per the Companies Act,
4. Draft various resolutions accordance with the provisions of the Companies Act, and rules thereunder,
5. Draft Minutes of Board, Committee, Annual General Meetings, etc.,
6. File various statutory forms & returns with Ministry of Corporate Affairs,
7. Maintain records and Statutory Registers as required under the Companies Act & Rules thereunder.
8. To update contract database, Compliance Register in co-ordination with all departments.
9. Collect disclosures, consents etc. required under the Company Law from Directors and submit before Board,
10. Coordinate with other departments like Procurement, Finance, etc for smooth operations of the Company.
11. Liaising with various statutory bodies/Court/Tribunal and other Government departments.
12. Compliance of departmental guidelines and order issued by the Govt. of Assam from time to time.
13. To assist the Company Secretary in all secretarial and legal works.
14. Other day to day secretarial work as assigned by the Management.