



Sr. No	Designation	Min Qualification	Min Experience	No of vacancy	Location
1	Company Secretary	Company Secretary (CS)& Membership of the Institute of Company Secretaries of India	5-10 yrs of experience of working as a CS with preferable experience of working in health care sector with Procurement, Finance, statutory & legal matters in health care sector.	1	Head Office, Guwahati.

Roles and Responsibilities:

1. Organize and assist in conducting Board Meetings, General Meetings, Committee Meeting, etc.
2. Prepare Agenda and Notes on Agenda Items for the Board / Committee of Directors meetings, Annual / Extra Ordinary General Meetings.
3. Prepare and issue Notice of Board Meeting, Committee Meeting & Annual / Extra Ordinary General Meeting.
4. Draft resolutions in accordance with the provisions of the Companies Act, and rules thereunder.
5. Draft Minutes of Board, Committee, Annual /Extra Ordinary General Meetings, Directors' Report, 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. Update contracts database, Compliance Register/Monitor in co-ordination with all departments.
9. Collect disclosures, consents etc. required under the Companies Act from Directors and submit before to the Board,
10. Coordinate with other departments like Procurement, Finance, etc for preparing Notes on Agenda Items for the Board meetings.
11. Liaising with various statutory bodies-and other Government departments for obtaining approvals or permissions required by the Company.
12. Compliance of with departmental guidelines and orders issued by the Govt. of Assam from time to time.
13. Liaising with lawyers / counsels for dealing with legal / litigation matters.
14. Other Corporate Secretarial work as may be assigned by the Management.