

A job advertisement for the post of Company Secretary in North East Mega Food Park Ltd with the to attract qualified professionals:

1. Job Title and Overview:

- **Job Title:** Company Secretary.
- **Company Name & Description:** North East Mega Food Park Ltd. a Mega Food Park, located at Tihu Nalbari in Assam, assisted by the Ministry of Food Processing Industries (MoFPI) Govt of India. The leading shareholders of the Company are Assam Industrial Development Corporation Ltd and other Private Investors. The Company is involved in creating and supporting food processing Industries in North Eastern Region.
- **Location:** The Company is having its registered office at Guwahati and its CPC at Tihu, Nalbari, Assam

2. Job Profile & Key Responsibilities:

- **Convening and organizing Board, Committee, and Shareholder meetings (including preparation of agendas, minutes, and action plans).**
- **Ensuring compliance with the Companies Act and other applicable laws.**
- **Maintaining and updating statutory books, registers, and records.**
- **Handling matters related to shareholder servicing, share transfers, dematerialization and dividend payments.**
- Coordinating with regulatory bodies.
- Managing investor grievances and handling audits/inspections by regulatory bodies.
- Advising the Board of Directors on best practices in corporate governance.
- **Knowledge on basic accounting practices in Tally system**

3. Eligibility Criteria & Qualifications:

- **Essential Qualification:** Membership in the **Institute of Company Secretaries of India (ICSI);**
- **Educational Background:** A degree from a recognized university; a degree in Law is considered an added qualification with Commerce Back ground is preferred.
- **Experience:** Minimum of 5 years of relevant post-qualification experiences in any Industry and project in PPP mode and experience in maintaining Accounts in Tally is preferred.

4. Application Process

- **Mode of Application:** Online application along with CV in the email address @ info@nefoodpark.com.
- **Deadline:** To submit application within **15 days from the date of advertisement.**
- **Required Documents:** A list of testimonials/documents to be submitted (e.g., proof of age, educational certificates, experience letters, passport size photograph) during interview;
- **Note for Existing Employees:** A requirement for candidates working in government/PSUs to produce a "No Objection Certificate" (NOC) at the time of the interview.

5. Selection Process & General Conditions

- **Selection Mode:** On the basis of **personal interview**.
- **Terms and Conditions:** Management has right to cancel the advertisement, the probationary nature of the appointment, legal jurisdiction in case of disputes and that canvassing will lead to disqualification.