



Assam Trade Promotion Organisation

SPV under section 25 of the Companies Act 1956 (Industries & Commerce Department, Govt. of Assam)
(Unit-Maniram Dewan Trade Centre)

NH-37, Betkuchi, Guwahati-781 035, Kamrup (M), Assam
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NO.ATPO/Staff Recruitment/2017/155/ 925

Dated 19/07/2018

ADVERTISEMENT

Assam Trade Promotion Organisation is looking for competent self motivated and dynamic candidates for the job of "Company Secretary" on contractual basis for a period of 6 (six) months which may further be extended, for its registered office at Maniram Dewan Trade Centre, NH-37, Betkuchi, Guwahati-35.

Sl.	Position	Job Description	Required qualification & experience
1	Company Secretary	Full time Company Secretary for Secretarial works.	<ul style="list-style-type: none"> • <i>Qualified Company Secretary from Institute of Companies Secretaries of India.</i> • <i>Candidate having the experience of independently handling secretarial matters of any listed/Pvt/Govt/semi Govt. companies /statutory bodies etc with knowledge of exhibition sector will be preferred.</i>

All the interested applicants should e-mail their CVs to mdcatpo@gmail.com with copy of recent passport size photograph and salary expected. They should also mention the previous works carried out, duration of same and salary received.

The last date of submission of CV is 30th July'2018. The appointment will be made through interview and only short-listed candidates will be invited for the same.


 General Manager, ATPO

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