



Assam Trade Promotion Organisation

SPV under section 25 of the Companies Act (under Industries & Commerce Department, Govt. of Assam)

(Unit-Maniram Dewan Trade Centre)

CIN-U91900AS2009NPL008963

NO.ATPO/Staff Recruitment/2017/155/513

Dated 17/07/2017

ADVERTISEMENT

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

Sl.	Position	Job Description	Required qualification & experience
1.	Executive	He would be responsible for increasing business of the Maniram Dewan Trade Centre and increase its revenue. He should be aware of the different schemes of Govt. of India and the process to avail the benefits under those schemes.	<ul style="list-style-type: none">• <i>MBA preferably with specialization in marketing.</i>• <i>06-08 years experience in Managerial position with at least 3 years of experience in management of Trade Centre's in Govt. or Private Sectors.</i>• <i>Knowledge in computer is a must.</i>
2.	Company Secretary	Full time Company Secretary for Secretarial works.	<ul style="list-style-type: none">• <i>Qualified Company Secretary</i>• <i>03-05 years of relevant work experience in Trade Centre business or Government SPV (sec 25 Company).</i>
3.	Accountant	Maintain Accounts of the Organisation	<ul style="list-style-type: none">• <i>Graduate in Commerce</i>• <i>03 to 05 years work experience</i>• <i>Well versed with Tally, Accountancy & Taxation and GST</i>

All applicants should e-mail their CVs to mdtcatpo@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 is 15 days from the date of publication of the advertisement.

-Sd-

General Manager, ATPO

