

Notification No. AEDC/A/HRD/PR-3/431/2015/4661 dated 28/12/2015

Applications are invited from the intending candidates for filling up a vacant position of Company Secretary in Assam Electronics Development Corporation Ltd. (AMTRON) on regular basis.

Eligibility and other conditions are as per rules of the Corporation.

Name of the Post: Company Secretary

Number of Post(s): 1 (one)

Pay scale: Pay Band (PB-4) of Rs.12000-40000 + Grade Pay(GP) of Rs. 7400 + other allowances as admissible under rules of the Corporation

Educational Qualification & Experience : Associate Member of the Institute of Company Secretaries of India with more than 5(five) years of experience. Degree in Law and Chartered Accountancy are additional qualification.

How to Apply: Intending candidates having the requisite qualification and experience as stated above may apply online through the official website of AMTRON (www.amtron.in) from 02/01/2016. On submission of the online application, the applicant will receive an acknowledgement number which should be retained for use in future.

Documents listed below should be scanned and uploaded with the online application form:

1. Age proof: 10th standard examination's admit card/certificate for examination or birth certificate.
2. Photo identity card: PAN card, Driving license, Passport, Voters ID card or Photo identity card issued by the previous employer or any other Photo ID card.
3. Qualification certificates.
4. Scan copy of candidate's signature.
5. Caste certificate (If applicable)

Documents to be produced at the time of Test/Interview (One set of photocopy for submission and all original for verification)

1. Age Proof: 10th standard examination's admit card/certificate or birth certificate.
2. Photo identity Card: PAN card, Driving license, Passport, Voters ID card or Photo identity card issued by the previous employer or any other Photo ID card.
3. Qualification certificates and Marks sheets (From 10th onwards).
4. Experience certificates
5. Caste Certificate (If applicable)
6. Address Proof: Any one of the following:- Voter id, Aadhar card, Passport, Electricity bill, Ration card, Driving license.
7. Two passport size photographs.

Inability to produce any of the above mentioned documents (both original and attested copy) at the time of interview/viva voce, or falsification of documents, information pertaining to percentage of marks/experience will render the applicants ineligible for the selection and would not be allowed to appear for test/interview. If at any time it is found that the documents submitted by the applicant are not genuine then the application will be rejected and if the applicant has been appointed for the said posts then the appointment will be terminated and suitable legal action will be taken against the candidate.

Important Dates:

Starting date for submission of online application: 02/01/2016

Last date for submission of online application: 23/01/2016 (midnight)

First level Shortlist of candidates will be published in www.amtron.in on 05/02/2016 tentatively.

Candidates are requested to check the website frequently.

Written test at Guwahati: date will be intimated via call letter over individual e-mail

Viva voce at Guwahati: Candidates qualified in the written test will be intimated via individual e-mail

Notes:

- The applicants will have to appear in the written test / interview at their own expenses at Guwahati. No request for TA/DA, lodging expense, etc will be entertained.
- Candidates called for interview should bring photo copies of all documents pertaining to their qualification, age, experience etc and two passport size photographs along with the original certificates for verification.

Sd/-

Managing Director

Assam Electronics Development Corporation Limited
Industrial Estate, Bamunimaidan, Guwahati-21