

# NORTH EAST DAIRY AND FOODS LIMITED

(A Joint Venture between Government of Assam & National Dairy Development Board)

CIN: U01100AS2023PLC024156

## Annexure-1

### JOB / CANDIDATE PROFILE:

Position	Company Secretary
Qualification	Associate Company Secretary having valid membership of the Institute, preferably with graduate / post-graduate in Commerce
Experience	3-5 Years' work experience.
Number of Positions	1
Job Location	Guwahati, however the selected candidate may be transferred anywhere in India based on requirement.

**Age:** Not above 35 Years as on 1<sup>st</sup> January 2026. However, relaxation up to 3 years may be given to suitable candidates with relevant experience.

**Salary:** Gross CTC Rs. 7.9 Lakhs to Rs. 9.0 Lakhs per annum (Negotiable and commensurate with qualification & experience shall not be a constraint for suitable candidate)

### **Main Responsibility:**

Should be able to undertake role of Company Secretary independently. To independently handle all matters to ensure compliance to requirements as per Ministry of Company Affairs and related statutory compliances, such as Secretarial & Regulatory Compliance, Operational Compliance Oversight, Financial, Tax & Audit Governance, HR, Legal and Administrative Compliance.

### **Major Job Responsibilities:**

#### **1. Secretarial & Regulatory Compliance**

- Ensure timely filing of ROC/MCA forms and statutory returns.
- Maintain statutory registers, records, and disclosures.
- Conduct Board, Committee, and AGM meetings as per Secretarial Standards.
- Issue notices, agendas, and record minutes (SS-1 & SS-2 compliant).
- Ensure quorum, attendance, and procedural compliance.
- Liaise with Directors, ROC, MCA, auditors, and regulators.
- Drive policy review and Board approvals in line with regulatory updates.

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## **2. Operational Compliance Oversight**

- Manage licenses & approvals (FSSAI, Factories Act, Pollution, Boiler).
- Oversee quality, safety, and regulatory adherence.
- Monitor vendor contracts, audits, and supply chain compliance.
- Ensure environmental compliance (ETP, waste, sustainability audits).
- Others as may be required by the Management.

## **3. Financial, Tax & Audit Governance**

- Oversee GST, TDS, tax filings, and ITC reconciliation.
- Assistance in preparation of financial statements.
- Support fundraising, loans, valuations, financial compliances.
- Coordinate internal, statutory, secretarial and cost audits.
- Monitor budgets, cash flows, financial controls, and other compliance.
- Ensure CSR compliance, if applicable.
- Others as may be required by the Management.

## **4. HR, Legal & Administrative Compliance**

- Manage KMP/director appointments, resignations, and disclosures.
- Ensure compliance with PF, ESI, gratuity, wages, and bonus laws.
- Implement POSH, Code of Conduct, and workplace policies.
- Oversee recruitment documentation and exit formalities.
- Ensure labour law compliance (Shops Act, Contract Labour, registers, incident reporting).
- Review and implement HR policies and procedures.