

## JOB DESCRIPTION OF SECRETARY GENERAL, TAI ON CONTRACTUAL BASIS.

NUMBER OF VACANCIES: 1 (ONE)

Essential Qualifications	Company Secretary (CS)
Desirable qualifications	Degree in Law (Llb.) / Postgraduate in any discipline Knowledge of Windows Computer packages such as Word/Excel/ Powerpoint etc.
Age	The candidate should be above 45 years age as on 01.01.2023. Retired officials from the Govt./ PSUs/NGOs not exceeding age of 62 years as on 1.1.2023 are also eligible to apply.
Experience	At least 15 years of experience an organization of repute. Work in NGO, Government sector will be preferred.
Remuneration	Consolidated Rs. 50,000/- (negotiable).
Term of appointment	One year, extendable in stages of one year up to maximum of 65 years of age, on satisfactory performance.
Duties to be performed	<p>The Secretary-General shall be the Executive Officer of the Association and be responsible for carrying out, under the direction and control of the Executive Committee, the programme and policies of the Association.</p> <p>Shall be responsible for the proper maintenance of accounts.</p> <p>Coordinate the meetings of the TAI - Finance and Executive Committees, Annual General Meeting, Central Committee Meeting, National Conference and State Secretaries meeting. Election/Nomination of Committee members and correspondence connected therewith</p> <p>Printing and production of TB Seals, inviting quotations Selection of design : Inauguration of TB Seal Campaign, TB Seal Awards, correspondence with Diplomatic Missions abroad</p> <p>Monitor the activities and programmes of the State Associations.</p> <p>Renewal of recognition of TAI as a Scientific and Industrial Research Organisation, Foreign Contributions etc.</p> <p>Overall responsible for managing the Staff Provident Fund and Gratuity Fund of all staff of TAI and New Delhi TB Centre,</p> <p><b>Annual Report:</b> Preparation and printing, collection of annual reports and accounts from branches, prepare Proceedings of AGM.</p>

	<p>Special Souvenir: Coordinate messages of VIP for the Special Souvenir,Preparation, printing, collection of articles, collection of advertisements.</p> <p><b>Fund raising:</b> Correspondence for seeking donations, advertisements for IJT.</p> <p><b>Anti-TB Week &amp; World TB Day:</b>Organizing Painting Competition and other activities, NGO Meetings</p> <p>Advise the management relating to legal and financial risks.</p> <p>Ensure compliance with statutory regulations.</p> <p>Incur expenditure limited to the provision for specified detailed items in the approved budget.</p> <p>Discharge of such other duties as may from time to time be entrusted to him.</p>
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## IMPORTANT NOTE

1. All applicants have to send their application form along with scanned copy (in PDF format only) of mark sheets, degree certificates, experience certificates to Secretary General TAI through email to [tbassnindia@yahoo.co.in](mailto:tbassnindia@yahoo.co.in). Retired employees, in addition to the above, have to submit the Service certificate issued by their employer. Last date for receipt of applications is 12/03/2023 at 1630 hrs.
2. The qualifications possessed by candidates must have the required approval of the respective statutory body.
3. Date, venue and reporting time for interview shall be intimated to shortlisted candidates in through email only.
4. Engagement is purely on Contract basis. No claim will be entertained for regularization in TAI by virtue of this contractual engagement. Extension of the contractual engagement will depend on satisfactory assessment of performance and on completion of the assigned tasks.
5. The selected persons shall not be eligible for any other benefits, allowances, facilities, incentives etc as admissible to regular employees of TAI.
6. No TA/DA will be paid for attending the interview
7. Only Indian Nationals will be eligible for the engagement
8. The candidate should be in good health condition and medically fit to perform the duties.
9. The candidate should be proficient in Hindi and English.
10. TAI reserves the right to terminate the engagement at any time without assigning any reason. However in the normal course, engagement will be terminated by giving one month's notice.
11. Candidates must provide correct and factual information regarding the marks scored by them in Essential qualification as this is part of the Selection Criteria. Candidates providing wrong/ false data shall be responsible for consequences including termination(if appointed) apart from legal action.