

Terms of Reference

About Andhra Pradesh Medtech Zone (AMTZ)

Organizational Overview:

Andhra Pradesh MedTech Zone (AMTZ) is India's premier medical technology manufacturing cluster and one of the world's largest MedTech ecosystems, housing **180+ companies** engaged in the research, development, and manufacturing of life-saving medical devices. Built in a record **342 days**, AMTZ offers world-class common manufacturing and scientific facilities, including advanced testing laboratories, 3D printing, laser, biomaterial, and irradiation centers. During the COVID-19 pandemic, AMTZ played a critical national role by producing **100+ ventilators, 500 oxygen concentrators, and 1 million RT-PCR kits per day**, while also deploying innovative solutions such as mobile hospitals, RT-PCR vehicles, and oxygen plants to strengthen healthcare delivery across India.

Company Website:

<https://www.amtz.in/>

<https://kiht.in/>

<http://biovalley-amtz.in/>,

<https://medivalley-aic.in/>

Job Title

Associate - AD

Key Responsibilities:

1. Assist in ensuring compliance with the Companies Act, 2013 and applicable Rules.
2. Prepare and maintain statutory registers, records, and minute books.
3. Draft Board Meeting notices, agendas, resolutions, minutes, and circular resolutions.
4. Assist in conducting Board Meetings, Committee Meetings, and General Meetings.
5. Monitor statutory due dates and ensure timely compliance.
6. Prepare and file e-Forms with the Ministry of Corporate Affairs (MCA).
7. Ensure compliance with Secretarial Standards (SS-1 & SS-2).
8. Assist in maintaining Directors' disclosures, KYC, DIN, and DSC records.
9. Coordinate with practicing professionals such as Company Secretaries, Chartered Accountants, and Advocates
10. Computer Skills: literacy including advanced proficiency with Microsoft Office (Excel, Word & PPT).
11. Soft Skills : Excellent communication and presentation skills, analytical, problem-solving skills and interpersonal abilities, Decision-making, excellent oral and written communication skills in English.
12. Leadership Skills :Must have Team Spirit, Agility, Leadership, Initiative, time management, prioritizing and the ability to handle a complex and varied workload.
13. Must maintain confidentiality and discretion in all aspects and be comfortable with a flexible working schedule to meet the needs of the Company.
14. Ability to handle urgent matters, multiple tasks, simultaneously and quickly complete the assigned tasks.
15. Willingness to Travel.
16. Age Limit: up to 35 years.