

Appointment of Company Secretary (Compliance Officer)
on contract to be posted in the Bank's Head Office in Mumbai

Age as on 31.03.2024	Max: 45 years
Essential Academic Qualifications	Associate Membership (ACS) of the ICSI & Regular Graduation. Minimum 60% aggregate marks / equivalent Cumulative Grade Points Average (CGPA), in Graduation
Experience	Candidates with minimum 08 years of experience after obtaining the qualification of Company Secretary.
Role & Responsibility	<ul style="list-style-type: none">Ensuring compliance with the secretarial provisions applicable to "High Value Debt Listed Entity" under the SEBI LODR Regulations.The Company Secretary shall act as the secretary to the Audit Committee of the Board.
Location	Mumbai
Term of contract	The contract shall be for a period of three years, extendable based on performance, at the option of the Bank.
Remuneration (CTC)	CTC for a candidate with 08 years of experience is ₹ 17.57 lakh per annum and final compensation will be fixed based on the number of years of experience as per the pay matrix for contractual employees of the Bank. CTC is divided into 80% fixed component and 20% variable component (based on performance). No other benefits will be available on top of the CTC.
How to apply	https://forms.office.com/r/JK91n6psaG
Last date and time to apply	March 21, 2024, till 2100 hrs.
Joining	March 2024

Shortlisting will be provisional without verification of documents. Candidates will be subject to verification of all details / documents with the original when a candidate reports for interview. Intimation / call letter will be sent by email or will be uploaded on the Bank's website. Selection will be through screening and shortlisting of applications, followed by personal Interview. The Bank reserves the right to modify the manpower requirement at its own discretion. Bank's decision in this respect shall be final.

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Uday Shinde
General Manager - HRM