Human Resources Department
Head office: Manipal

RE-ADVERTISEMENT

Ref. No. HRD:HRMD:REC:44

Recruitment of Company Secretary in Scale-IV or V on regular basis

IMPORTANT DATES:

Opening date for receipt of application	11.04.2018
Last Date for receipt of scanned application & resume through e-mail	25.04.2018
Last date of receipt of hard copy of application along with enclosure	02.05.2018

SyndicateBank invites applications from Indian citizens for appointment as Company Secretary in Scale-V or IV on regular basis. Aspirants are requested to send scanned copy of application duly filled & signed along with resume to e-mail ID **horecruitments@syndicatebank.co.in** . Original application along with relevant copies of documents (i.e. ID proof, proof of date of birth, educational & professional qualification certificates, experience certificates & NOC) should be sent to:

The Dy. General Manager (HR), SyndicateBank, HRD:HRMD, Head Office, Manipal, Udupi District, Karnataka, Pin-576104.

Note: ***Those applicants who have already submitted their applications in response to our earlier advertisement Ref. No. HRD.HRMD.REC.2033 dated 02.02.2018 for the recruitment of Company Secretary need not apply as their applications have been retained for taking up for selection process along with the fresh applications".***

Vacancies details, eligibility criteria, job role :

Name of the Post/ Particulars	Company Secretary
No. of Posts	One
Scale	SMGS-IV or V (Bank reserves the right to select the candidate either in Scale – IV or V depending on his/her experience and expertise in the field)
Age Limit as on 01.01.2018 (inclusive of all relaxations)	Min. 35 years and Maximum 45 years
Educational qualification as on 01.01.2018	Qualified Company Secretary (ACS). Must be a member of Institute of Company Secretaries of India (ICSI). Candidate who has acquired Law degree and CBCP (Certified Banking Compliance Professional) course conducted by IIBF will be given preference.

Relevant full-time post qualifications experience & skill set (as on 01.01.2018)	Min. 8 Years experience (5 years if the recruitment is in Scale-IV) in Public/Private Sector Bank/ a listed company as Company Secretary.
Job role & responsibilities	The major responsibility areas of the Company Secretary in the Bank include acting as : 1) Compliance Officer as per the Listing Regulations. 2) Secretary to the Audit Committee of the Board as per the Listing Regulations and ensuring the compliance of the stipulations by RBI in respect of the requirement of the coverage of the Audit Committee of the Board. 3) Complying with various clauses of the Listing Regulations which inter alia,includes the following: a) Reporting of Price Sensitive Information to the Stock Exchanges on an ongoing basis. b) Intimating the Stock Exchanges of the Board meetings for considering the financial results, declaration of dividends, etc c) Informing within 30 minutes (or as stipulated by SEBI) of the closure of the Board meetings the financial results. d) Filing of shareholding pattern and distribution schedule within the stipulated time. e) Giving Notice for the Book Closures/Record Date. f) Promptly notifying the changes in the Bank's Board. g) Publication of financial results. h) Reporting on Corporate Governance in accordance with Listing Regulations including the certification by the Central Statutory Auditors. 4) Ensuring the process of Share Transfers and disposal of investors references as convenor of Share Transfer/ Shareholder Grievance Committees and placing the Minutes of the meetings to the Board of Directors of the Bank. 5) Coordinating with RBI, SEBI, Stock Exchanges, Government of India (Ministry of Finance) on relevant issues. 6) Organizing meetings of Directors. 7) Holding of General Body Meetings of shareholders (AGM/EGM). 8) Maintaining statutory registers and records. 9) Raising of capital – Obtaining requisite permission from the Regulatory Authorities and coordination with various intermediaries. 10) Monitoring of FDI limits with reference to allotment of shares to FII etc. 11) Preparing of MIS, follow up of legal matters with Bank's solicitors, legal authorities. 12) Inspecting of R&T A activities in relation to bank's shares. 13) Formulating requisite Policies for approval of the Board. 14) Coordinating the publication and distribution of Banks' Annual Report and Accounts, besides Notices etc. 15) Ensuring Payment of Dividends on declaration by the Board. 16) Appointing of required number of shareholder directors in general body meeting.

Job role & responsibilities (Contd...)	17) To ensure compliance under code of conduct, insider trading regulations and necessary reporting to SEBI and stock exchanges. 18) Preparation of probable questions and answers for the AGM/EGM. 19) Compliance related to conduct of general meeting for election of shareholder directors. 20) Maintaining minutes/proceedings of all General Meetings. 21) Drafting of Corporate Governance and other relevant portions of the Annual Report. 22) Any other matter, as may be entrusted by the Bank from time to time. However, Bank reserves the right of utilizing the services as operational executive.	
Selection procedure	❖ The applications received from the candidates will be screened and shortlisted on the basis of eligibility/qualification and relevant experience. The requisite number of shortlisted candidates will be called for **interview and / or Group Discussion (GD)** for final selection. The final selection will be made on the basis of performance in the **interview and /or GD.** The Interview and /or GD will be conducted by a committee constituted for the purpose. ❖ Mere satisfying the eligibility norms do not entitle a candidate to be called for Interview. The Bank reserves the right to reject any application not suiting the Bank's requirements without assigning any reason whatsoever and call only the requisite number of candidates out of those who fulfill the eligibility criteria as may be required for the post.	
Probationary period	One year	
Emoluments	For Scale-V	₹. 59170 -1650/2 – 62470-1800/2-66070 {(Starting gross Salary will be ₹ 1,04,713.15 [(Basic 59170+DA* 31182.59 (52.70% March, 2018) +Special pay (10% of BP + DA) 9035.26)+ HRA 5325.30 (9% BP)]} Medical Aid, Leave Fare Concession and perquisites like conveyance, Quarters in lieu of HRA, CCA, etc. as admissible to the corresponding grade as per rules in force from time to time. * DA is subject to change once in 3 months based on All India Average CPI
	For Scale-IV	₹. 50030 -1460/4 – 55870-1650/2-59170 {(Starting gross Salary will be ₹ 88538.09 [(Basic 50030+DA* 26365.81 (52.70% March, 2018) +Special pay (10% of BP + DA) 7639.58)+ HRA 4502.70 (9% BP)]} Medical Aid, Leave Fare Concession and perquisites like conveyance, Quarters in lieu of HRA, CCA, etc. as admissible to the corresponding grade as per rules in force from time to time. * DA is subject to change once in 3 months based on All India Average CPI

Service Bond	For Scale-V	The selected candidate shall execute a Service Bond of ₹. 8.00 lacs at the time of joining the Bank undertaking to serve the Bank for a minimum service period 3 years.
	For Scale-IV	The selected candidate shall execute a Service Bond of ₹. 6.00 lacs at the time of joining the Bank undertaking to serve the Bank for a minimum service period 3 years.
Place of posting	Candidates are likely to be posted at Bengaluru. However, Bank reserves the right to post him/her as per requirement of the Bank.	

Note:

1. Bank reserve the right to modify/delete any criteria mentioned above.
2. Cutoff date for arriving age and experience is 01.01.2018.
3. Experience should be post qualification.
4. Application format to be downloaded from Bank's website **(https://www.syndicatebank.in/career)** and the application should be submitted in the same format only.
5. All Educational qualifications should be from a recognized Indian University.
6. Candidates should satisfy themselves about their eligibility for the post applied for.
7. Original application along with copies of ID proof, date of birth proof, educational & professional qualification certificates, experience certificates & NOC, should be sent to **The Dy. General Manager (HR), SyndicateBank, Head Office, HRD:HRMD, 3rd Floor, Manipal, Udupi District, Karnataka, Pin-576104 so as to reach on or before: 02.05.2018.**
8. Scanned copy of application along with resume should be sent to E-mail ID **horecruitments@syndicatebank.co.in on or before: 25.04.2018**.
9. Mere submission of application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her right to be called for interview.
10. Incomplete applications, applications not in the prescribed format and / or applications without prescribed documents will be rejected outright.
11. Information regarding personal interview will be displayed on the Bank's website besides sending intimation to shortlisted applicants on their email ID only.
12. While every effort will be made to ensure that the intimation to the eligible applicants, short listed for attending the personal interview will be sent sufficiently in advance, the Bank will not be held responsible for delay in receiving the intimation by the applicant for any reason whatsoever. The applicants are advised to keep track of the status of their candidature by visiting the Bank's website and their own email ID from time to time.
13. Candidates serving in Govt./Quasi Govt. Public Sector Undertakings including Nationalized Banks and Financial Institutions are advised to submit "No Objection Certificate" from their employer at the time of interview.
14. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
15. Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank.

16. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Udupi.

Disclaimer:

In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and /or that he/she furnished any incorrect/false information or has suppressed any material fact (s), his /her candidature will stand cancelled. If any of these shortcomings is /are detected even after appointment, his /her services are liable to be terminated.

Decision of the Bank in all matters regarding eligibility, selection process would be final and binding on all candidates. No representation or correspondence will be entertained by the Bank in this matter.

Date: 05.04.2018
Place: Bengaluru

GENERAL MANAGER (HR)