

## Recruitment of Assistant General Manager and Chief Manager for secretarial section on regular basis

Tamilnad Mercantile Bank Ltd., one of the leading old Private Sector Banks, on a high growth path, having total business of around ₹85,000 crore invites applications from dynamic and result oriented individuals for the following post. **Please read all the details, information and instructions carefully.**

❖ **Assistant General Manager**

❖ **Chief Manager**

**Opening date for registering Online e-application - 31.10.2023**

**Closing date for registering Online e-application - 10.11.2023**

Candidates are requested to apply only ON-LINE through TMB's website [www.tmbnet.in/tmb\\_careers/](http://www.tmbnet.in/tmb_careers/). No other mode of submission of application will be accepted by the Bank.

**Register your correct email ID/ Mobile Number while creating User ID.**

<b>Assistant General Manager for Secretarial Section</b>	
Age	Minimum – 40 years and not more than 50 years as on 30.09.2023
Educational Qualification	ACS (Associate Member of the Institute of Company Secretaries of India)
Membership	Member of Institute of Company Secretaries of India (ICSI).
Experience	7 years of work experience (Persons who have worked in the Secretarial section in a Bank or Large NBFC or Financial Institutions will be an added advantage)
Scale on Appointment	Scale V
Remuneration	As applicable to Scale V officer (under new pay structure)

<b>Chief Manager for Secretarial Section</b>	
Age	Minimum – 35 years and not more than 45 years as on 30.09.2023
Educational Qualification	ACS (Associate Member of the Institute of Company Secretaries of India)
Membership	Member of Institute of Company Secretaries of India (ICSI).
Experience	5 years of work experience (Persons who have worked in the Secretarial section in a Bank or Large NBFC or Financial Institutions will be an added advantage)
Scale on Appointment	Scale IV
Remuneration	As applicable to Scale IV officer (under new pay structure)

## **Roles & Responsibilities**

1. Conducting of meetings of the Board of Directors and other Committees of the Board
2. Arranging the regulatory training programmes for Board members/Senior executives
3. Conducting of Annual General Meetings and their related works, including preparation and circulation of AGM notices, Annual reports
4. Conducting regular Analyst/Investor meeting
5. Reconciliation of Share Capital Audit as per Regulation 76 of the SEBI (Depositories and Participants) Regulations, 2018
6. Coordinating with our Registrar and Share Transfer Agent (RTA) in handling investor service requests of our shareholders
7. Dividend distribution – Obtaining permission from Board/AGM for distribution / keep in abeyance of dividend, coordinating with our RTA in file preparation and other related correspondence
8. Transfer of dividend/shares to Investor Education and Protection Fund (IEPF)
9. Updation/Maintenance of Memorandum & Articles of Association
10. Updation/Review of policies related to Secretarial Section
11. Personal files of executives - Maintenance, Correspondence
12. Corporate record maintenance
13. Meeting resolution on time preparation
14. Company law updates
15. Annual Report preparation
16. Other works related to secretarial section

## **Procedure of Selection:**

The shortlisted candidates should appear for interview. They will be called for personal interview through Direct / Video Conferencing. The mode of interview, date and time will be communicated to the eligible candidates individually.

## **Application Fee: Nil**

## **General Conditions:**

The following enclosures to be uploaded along with the e-application

- Self-attested photo copy of SSLC or Higher Secondary Mark Sheet/Transfer Certificate for age proof.
- Self-attested photo copy of Degree Certificate.
- Experience certificate/s and Relieving Letter.
- Last Month Salary Slip

Candidates are advised to adhere to the eligibility conditions given strictly. Any information found to be wrong or any candidate found ineligible at any stage of the process or later will result in disqualification of the candidate.

**Disclaimer:**

Please note that the e-applications with incorrect / incomplete particulars or without copies of certificates attached as required above are liable to be rejected.

The Bank reserves the right to reject any application without assigning any reason and Bank's decision in the matter of eligibility, interview and selection would be final. The Bank reserves the right to eliminate the ineligible candidates at any point of time before, during or after the personal interview / selection. The decision of the Bank is final.

The e-applications will be scrutinized and the shortlisted applicants will be communicated individually by post / e-mail with details of the interview. The Bank reserves the right to reject any application at any point of time without assigning any reason and Bank's decision in the matter of eligibility, conduct of interview and selection would be final. No correspondence in this regard will be entertained by the Bank.

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