

Appointment of Company Secretary (Compliance Officer) on contract

Age as on 01.01.2024	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
Additional Academic Qualifications (non-mandatory)	Post Graduation / MBA / LLB
Experience	Candidates with minimum 15 years' experience in legal and regulatory compliance functions, of which minimum 5 years of experience should be after obtaining membership of ICSI.
Role & Responsibilities	<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
Terms of contract	The contract shall be for a period of three years, extendable based on performance, at the option of the Bank.
Remuneration (CTC)	₹ 23 lakh to ₹ 29 lakh per annum. Compensation will be fixed based on the years of relevant work experience. CTC is divided into 70% fixed component and 30% variable component (based on performance). No other benefits will be available on top of the CTC.
How to apply	Please fill the form: https://forms.office.com/r/JK91n6psaG
Last date to apply	February 02, 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.